

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW ELEMENTARY SCHOOL
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, JANUARY 6, 2026
5:00 PM

This meeting is being recorded

5:00 pm 1.□ Business

- Warrant: 2613, FP 77
- Minutes: October 16, 2025 ES, November 18, 2025 ES, December 2, 2025 ES; December 16, 2025; December 30, 2025
- Town Administrator Updates and Reports
- Middleton Municipal Complex Update
 - i.□ WT Rich Change Order 13; Ockers Amendment; Valley Amendment

5:20 pm 2.□ Turkey Trot Presentation

5:25 pm 3.□ Department Head Update: Jillian Smith, Council on Aging

5:30 pm 4.□ Annual License Renewals

5:45 pm 5.□ Procurement Card Policy of the Finance Department – as info

5:50 pm 6.□ Open Warrant for May 12, 2026 Annual Town Meeting

5:55 pm 7.□ Updates and Announcements

6:00 pm 8.□ Public Comment (*to be held at 6pm for all Select Board meetings*)

6:10 pm 9.□ Executive Session pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining negotiations: Middleton Fire and AFSCME DPW

6:20 pm 10.□ Return to open session: Middleton Fire and AFSCME DPW Contract ratifications

Upcoming Meetings

January 20
February 7

Regular Select Board Meeting
Operating Budget Saturday

MEETING MINUTES
MIDDLETON SELECT BOARD MEETING
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
December 16, 2025 at 5pm

With a quorum present the meeting B. Cresta called the meeting to order at 5:06pm and announced *this meeting was being recorded*. Select Board present: Brian Cresta, Chair; Debbie Carbone, Clerk; Jeff Garber; Rick Kassiotis; Kosta Prentakis. Also attending: Jackie Bresnahan, Acting Town Administrator; others as noted.

The Board reserves the right to consider items on the agenda out of order. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

1. Business

- **Warrant:** 2612/December 11, 2025: Payroll - \$ 1,065,911; Bills Payable - \$ 2,926,835: FP76 - \$ 211,685
The Town Accountant/Finance Director Sarah Wood has reviewed the warrant and requested the Board's approval. Acting Town Administrator Bresnahan provided a brief overview of the warrant.
Vote: The Board voted unanimously to approve Warrant 2612 & FP76.
- **Minutes: November 18, 2025 OS & ES; December 2, 2025 OS & ES;** October 16, 2025 ES. *The ES minutes were held.*
Vote: The Board voted unanimously to approve the open session minutes of November 18, 2025 & December 2, 2025 as presented.

On behalf of the Board, the Chair congratulated **Town Administrator Sulzbach** and his family on the birth of their daughter.

• **Acting Town Administrator Updates & Reports-** J. Bresnahan

- On December 3rd, I participated in my first meeting of the Masconomet Superintendent Search Committee. I was glad to join residents and colleagues from all three communities in reviewing candidates. The process will continue into January.
- We continue working on collective bargaining with all units. I have already had sessions or will be having sessions by the end of the year with Middleton Fire, Middleton Call Fire, Middleton Police Benevolent Association, and AFSCME units for DPW, Administrative Assistants, and Flint Public Library. Items will come to the Board as ready, but I want to thank the employees and their representatives for the work thus far.
- Department Budgets are due tomorrow December 17th. Review meetings are being booked and will take place the week of January 5th. Some of which with myself and Finance Director Wood and some of which with myself, Finance Wood, and TA Sultzbach upon his return. Thanks to Finance Director Wood for her hard work to date with the budget and collective bargaining.
- Last week, I met with the Town's Environmental Consultant Bruce Haskell as well as Atty Mann and her clients regarding the continued monitoring and clean up of property on Natsue Way from the landfill. The Board will recall we funded a capital request for this work and I am optimistic that the Miara project will be closed out by the end of the fiscal year, making way for the Town work to be completed this summer and fall if we remain on schedule. This includes capping the unpaved parking lot and adding sidewalks up to the playing fields.
- On Thursday, the ZBA will hold a hearing on site plan modification proposed at 49 S Main Street, the former Angelica's site. This is focused on the commercial piece of the development. Residents wishing to review the application and plans filed can visit the Zoning Board of Appeals page on middletonma.gov or the Town Clerk's Office. The materials can be found on the Middleton Square 40B Development section of the ZBA page filed on the December 18th meeting date. On a high level, one of the commercial uses is a planned daycare, this modification would allow the building of a playground and screening for that tenants' use; adjust the parking layout; and create a construction phasing plan.

- There will be an update on this item later in the agenda, but I want to acknowledge that we received a notice of resignation from COA Director Jillian Smith. Jillian accepted an offer closer to home and while I know I and many others are saddened to have her leave Middleton, I know the Board and residents of Middleton will join me in wishing her luck. She has transformed the COA in her tenure and has created lasting impact on the culture, work ethics, and service to seniors at the Council on Aging. Her last day will be January 7th.
- Tomorrow, we will have some minor construction work at Memorial Hall. We do not anticipate any impacts to service or the safety of staff. We are having some structural issues in the registrar's room and phase 1 tomorrow will provide temp shoring of the space so the heavy fire-rated cabinets and safes can be redistributed to other locations safely. The cost of which is \$2500. We will then be working on phase 2 which will be a solution until staff and sensitive files are moved to the new Municipal Campus. More to follow on phase 2 at a future meeting.
- Please note the following holiday closures: Town Offices will close at

Christmas

Half Day Weds (1pm)

Closed Thursday

Closed Friday, December 26th

New Years

Half Day Weds (1pm)

Closed Thursday

Closed Friday, January 2nd

Food Pantry closed on Friday 26th but will have extra hours on Monday the 22nd

- **Middleton Municipal Complex Update** – LW Bills Contract for review; Context Amendment 24

The Board reviewed two amendments recommended by the Building Committee.

Vote: *On a motion by Prentakis, seconded by Carbone, Board voted unanimously to approve an amendment and contract change for BNB Engineering d/b/a LW Bills Company in the amount of \$ 148,113.19*

Vote: *On a motion by Prentakis, seconded by Carbone, Board voted unanimously to approve Context Amendment 24 for additional civil engineering work for the grading of the Town Common and MELD generator.*

2. Recommendation to appoint new full-time Police Officer: Olivia Primack

Present: Police Chief Sampson, Captain Armitage, Sergeant Detective Maccini

Chief Sampson introduced Olivia Primack and gave a brief overview of her experience.

Vote: *On a motion by Prentakis, seconded by Carbone, Board voted unanimously to appoint Olivia Primack as a full time police officer, through June 30, 2028, with a one-year probationary period.*

3. Appoint Alternate Plumbing & Gas Inspector: Mark Sakelakos

Vote: *On a motion by Prentakis, seconded by Carbone, Board voted unanimously to appoint Mark Sakelakos as an alternate Plumbing & Gas Inspector through June 30, 2026.*

4. Annual License Renewals

Alcohol Licenses: Howe Station Market (Love Kush Marketing); Maggie's Farm (Serenity Catering); Middleton Beer, Wine, Tobacco, and More (JRS Business LLC); Richdale (Middleton Shreeji Inc); The Clubhouse Golf & Entertainment (AMP Ventures LLC).

➤ Contingent on inspection passage: 99 Restaurant & Pub (99 West. L.I.C) Blue Fin Restaurant (RMS Group); Charlie's Roast Beef; Teresa's Italian Eatery & Deli (Ny Foods LEC); The Villa (Smoke King); Middleton Subway Inc; Panini Pizza Company; Rizzo's Middleton.

➤ Contingent on Inspection Passage & Payment of all Arears: Lain Italian Pizzeria; Crossroads Kitchen & Bar (NG Group)

Vote: *On a motion by Prentakis, seconded by Carbone, Board voted unanimously to approve the Alcohol Licenses as stated with the appropriate contingencies.*

Common Victualler Non-Alcohol: Boba Tea & Snow Ice House; Cumberland Farms Store 6708

Vote: On a motion by Prentakis, seconded by Carbone, Board voted **unanimously to approve** the Common Victualler Non-Alcohol Licenses.

Class II: Griffs Auto; Roberts Auto Group

Vote: On a motion by Prentakis, seconded by Carbone, Board voted **4-0-1 in favor of approving** the Class II licenses with J. Garber recusing himself from the vote.

Class III -Gasoline Pumps Only; Bouchard's Automotive (Middleton Gas & Service)

Vote: On a motion by Prentakis, seconded by Carbone, Board voted **unanimously to approve** the Class III License.

Livery License: Black Glove Transportation; Black Glove Vehicle Registration; LCS (Limo & Concierge Services); LCS Vehicle Registration

Vote: On a motion by Prentakis, seconded by Carbone, Board voted **unanimously to approve** the Livery Licenses.

5. Award Towing Contract- The Town of Middleton recently issued a Towing Request for Proposals (RFP) for Town towing needs. Based on the last three fiscal years, there is an average of 15-20 tows a month. Bids received were in accordance with MGL standard rate.

The Board concurred a professional and good attitude towards the public was a priority. It was the Police Chief's recommendation for more than one vendor to service the town.

Bids were received from: Danver's Auto Body, Gaeta Towing, and North Reading Auto Body.

If multiple vendors are chosen, an alternating rotation schedule will be used; it was recommended the Chief consult with RECC (Regional Emergency Call Center).

Vote: On a motion by Kassiotis, seconded by Carbone, the Board voted **unanimously to award** a towing contract to **Danvers Auto and Gaeta Towing** effective January 1, 2026 as outlined in the RFP.

6. Council on Aging (COA) Director Search Process – COA Director, J. Smith submitted a resignation effective January 7, 2026. Due to the success of the previous COA Director search, J. Bresnahan recommended using the same process to post the position (through January 12), assemble a working group to recommend, up to, two candidate to the Select Board. A brief discussion followed on the make-up of the working group vs an appointed Screening Committee; the working group will consist of staff who works closely with the COA Director. The Board agreed one Select Board member represent the Board in the working group.

The Chair requested input on what is being looked for in filling this position. J. Bresnahan responded the importance for someone to be able to build culture and community through programing and be able to interact confidentially with residents navigating i.e. health, housing, social issues and observed with the new facility, it is anticipated there will be non-residents also accessing services. The goal is to have a recommendation for the Select Board at a February meeting.

Vote: On a motion by Kassiotis, seconded by Carbone, the Board **voted unanimously** K. Prentakis be the Select Board representative on the COA Working Group.

*The Agenda was taken out of order with consensus. **

7. *(6:55pm) Review Comp & Classification Grade B and process for all Grade Review for FY 27

In response to requests to revisit the Comp & Classification Grade B, J. Bresnahan is putting together positions for this year with assistance from the Colin Center, based on some restructuring due to changes in duties. The funding for the regularly scheduled full market rate study update will be in the FY27 budget.

Vote: On a motion by Prentakis, seconded by Carbone, the Board voted unanimously to approve the changes based on shifts in responsibilities and duties a replacement of the three individuals (clerk, assistant assessor and assistant treasurer) within the comp and class due to changes within their circumstance, to be taken out of their existing department's salary budget.

8. Public Comment (to be held at 6pm for all Select Board meetings) – There was none.

9. Meet jointly with the Library Trustees re: Library Director Search Process

Call to Order: With a quorum present a meeting of the Library Board of Trustees was called to order at 6:06pm.

Present: Mark Moreschi, Chair; Maria Paikos-Hantzis; Susan Piccole; Allison Sloan; Kosta Prentakis.

B. Cresta reviewed the Library Director search process was reopened when the recommended candidate declined to negotiate a contract. The Trustees requested to discuss the hiring process. M. Moreschi opened the floor to the Trustees for comment. S. Piccole stated adamantly that only the Library Trustees should make the final decision to hire a Director, citing the Mass Library Board of Commissioners recommends the Trustees hold this responsibility.

B. Cresta referenced the Middleton Town Charter stating, it is clear the Select Board appoints all department heads, noting that while the Trustees are not required by the Charter to be a part of the process, the Select Board intended this to be a joint process.

M. Paikos-Hantzis also supported the Trustees serving as the appointing authority of the Director.

A. Sloan stated as elected officials, the Trustees are also sworn to follow the Massachusetts laws and the Mass Board of Library Commissioners Laws. She spoke on her work with J. Bresnahan in rewriting the Library Director's job description, to be a positive, welcoming, and progressive position to reflect the welcoming nature of the library, and to rewrite and re-organize the policies of the Flint library. She believed prospective candidates would appreciate the policies, excellent staff, along with the support of the Select Board to financially support the library. She strongly supported the Trustees as the appointing authority of the Director.

J. Bresnahan proposed both Boards participate in the interviews with the Select Board voting first and the trustees voting second, emphasizing the benefit of mutual support for the incoming director. She suggested using the same Screening Committee members as previously served. J. Bresnahan explained that when three or more members of an appointing authority are involved, the interviews must be an open session, not in executive session, which could jeopardize a candidate's current position.

M. Moreschi believed the Screening Committee was helpful. A discussion followed for a Screening Committee to just review resumes and recommend candidates or conduct preliminary interviews and recommend candidates for interviews.

Vote: On a motion by Prentakis, seconded by Carbone, the Board voted unanimously by roll call to next Library Director be appointed by a joint meeting of the Select Board and Library Trustees.

10. Library Director Screening Committee structure- It was agreed the same Library Director Screening Committee members be asked to participate in the process, but if someone declines, the seat not be filled.

11. Updates & Announcements

Upcoming Select Board Meetings: December 30 (if needed); January 6

Meeting Documents:

- Warrant 2612 & FP76
- Minutes
- Letter of Recommendation: Chief Sampson 12/9/25
- Resume: M. Sakelakos
- Annual Licenses
- Memo – J. Sultzbach re Towing Contract 12.16.25
-

Adjourn- *The Board voted unanimously to adjourn at approximately 6:50 pm.*

Catherine E. Tinsley 12.23.25

Catherine Tinsley, Recording Secretary
The minutes were prepared from video.

Debbie Carbone, Select Board Clerk

Respectfully submitted as approved by the Select Board at the _____ meeting.

**OPEN SESSION MEETING MINUTES
MIDDLETON SELECT BOARD
Via Zoom
December 30, 2025 at 3 PM**

Present: Brian Cresta, Chair, Jeff Garber; Kosta Prentakis; Debbie Carbone
Others Attending: Jackie Bresnahan, Assistant Town Administrator/HR Director and recording secretary.
Absent: Rick Kassiotis;

At 3:00 pm the Board called to order in open session.

The Board reviewed the additional updated from the Assistant Town Administrator. Several business were ready for sign off. There was a motion and a second to approve the liquor licenses for the American Legion and Mike's Discount Liquors which were approved unanimously. There was a motion and a second to approve the annual license for Cash for Gold, which was approved unanimously.

The Board then reviewed the businesses still missing items for their liquor licenses and determined that those business should attend the January 6th meeting for renewal. ATA Bresnahan was charged with continuing to communicate with the business and to work with ABCC, Middleton Police, and Inspectional Services on enforcement.

At 3:30 pm the Board voted unanimously by roll call vote to adjourn.

Respectfully submitted by,
Jackie Bresnahan
Jackie Bresnahan, Recording Secretary

Debbie Carbone, Select Board Clerk

CONSTRUCTION CONTRACT FOR CONSTRUCTION MANAGER AT RISK SERVICES – CHANGE ORDER 13 AMENDMENT

WHEREAS, the Town of Middleton (“Owner”) represented by Owner’s Project Manager, PCA360, entered into a contract (“Contract”) with W.T. Rich Company, Inc. (“the CM at Risk”) (collectively the “Parties”) for construction manager services in association with the Middleton Municipal Complex Project (“the Project”) on June 1, 2023, which was amended on April 23, 2024, on May 23, 2024, on July 29, 2024, on September 26, 2024, on January 16, 2025, on February 13, 2025, on March 26, 2025, on May 20, 2025, on June 24, 2025, on July 16, 2025, on August 20, 2025, on September 17, 2025, on October 3, 2025, on November 14, 2025 and on December 16, 2025.

WHEREAS, pursuant to Section 6.4 of the Contract, the Owner is requesting the amendments as summarized herein in accordance with the provisions of that section;

WHEREAS, when contracting for the work, the Town intended to secure a builder’s risk policy directly through its insurance provider; however, in order to reduce the cost of said policy, the Town is electing to procure the policy through the Construction Manager, the cost of which is included herein;

WHEREAS, the detailed proposal and justification is summarized in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, effective as of December 16, 2025, the Parties wish to amend the Contract as summarized in this Change Order 013.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. To increase the Contract by **twenty-seven thousand, nine hundred fifty-eight dollars and zero cents, \$27,958.00** as further described and justified in Construction Change Order – 013 dated December 16, 2025 attached hereto and incorporated herein.

Fee for Basic Services	Original Contract	Previous Amendments	Amount of this Amendment	After this Amendment
Pre-construction services	\$124,910.00	\$0.00	\$0.00	\$124,910.00

Interim GMP Contract Amendment	\$0.00	\$39,088,652.00	\$0.00	\$39,088,652.00
GMP Contract Amendment	\$0.00	\$18,911,235.00	\$0.00	\$18,911,235.00
Change Order 01 - Amendment	\$0.00	\$342,878.00	\$0.00	\$342,878.00
Change Order 02 - Amendment	\$0.00	(\$501,655.00)	\$0.00	(\$501,655.00)
Change Order 03 - Amendment	\$0.00	\$367,788.00	\$0.00	\$367,788.00
Change Order 04 - Amendment	\$0.00	\$240,130.00	\$0.00	\$240,130.00
Change Order 05 - Amendment	\$0.00	\$52,177.00	\$0.00	\$52,177.00
Change Order 06 - Amendment	\$0.00	\$85,606.00	\$0.00	\$85,606.00
Change Order 07 - Amendment	\$0.00	\$263,188.00	\$0.00	\$263,188.00
Change Order 08 - Amendment	\$0.00	\$14,829.00	\$0.00	\$14,829.00
Change Order 09 - Amendment	\$0.00	\$269,952.00	\$0.00	\$269,952.00
Change Order 010 – Amendment	\$0.00	\$24,629.00	\$0.00	\$24,629.00
Change Order 011 - Amendment	\$0.00	\$128,223.00	\$0.00	\$128,223.00

Change Order 012 - Amendment	\$0.00	\$92,771.00	\$0.00	\$92,771.00
Change Order 013 - Amendment	\$0.00	\$0.00	\$27,958.00	\$27,958
Total Contract	\$0.00	\$59,505,313.00	\$27,958.00	\$59,533,271.00

2. The Project Schedule shall be from Start to Substantial Completion: Unchanged by this amendment, May 8, 2024 to January 30, 2026 (21.5 Months)

3. The Construction Budget shall be as follows:
 Original Budget: \$58,124,797.00 (including pre-construction fee)
 Post-Amendment Budget: \$59,533,271.00

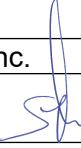
4. This Amendment and incorporated attachments contains all additional terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding this amendment shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect. This amendment is for the Construction Change Order 012, as outlined in Exhibit A, for a total cost of:

Twenty-Seven Thousand, Nine Hundred Fifty-Eight Dollars and Zero Cents,

\$27,958.00

IN WITNESS WHEREOF, the Parties have caused this amendment to be executed by their respective authorized officers.

CONSTRUCTION MANAGER

Owner:	W.T. Rich Company, Inc.	
Name (Signature):	Steve Taylor	
Title:	Project Executive	

Date:	12/16/2025
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TOWN OF MIDDLETON

By executing this Agreement, the undersigned authorized signatory of Owner, who incurs no personal liability by reason of the execution hereof or anything herein contained, hereby certifies under penalties of perjury that this Contract is executed in accordance with a prior approval of the TOWN OF MIDDLETON.

Owner:	TOWN OF MIDDLETON
Name (Signature):	Brian Cresta
Title:	Selectboard Chair
Date:	

Town of Middleton – Finance Director – Sufficient funds available for this contract	
Name (Signature):	Sarah Wood
Title:	Finance Director
Date:	12/18/2025

Town of Middleton – Town Counsel (legal) - Approved as to Form & Character	
Name (Signature):	Elizabeth Lydon
Title:	Town Counsel - Mead, Talerman & Costa, LLC
Date:	12/16/25



W.T. RICH COMPANY

CHANGE ORDER

CHANGE ORDER DATE: December 16, 2025

CHANGE ORDER NUMBER: 013

CONTRACT INFORMATION: Construction Management

PROJECT:

Middleton Municipal Complex

105 S. Main Street

Middleton, MA 01949

OWNER:

Town of Middleton
48 S. Main Street
Middleton, MA 01949

ARCHITECT:

Context Architecture
65 Franklin Street
Boston, MA 02110

CONTRACTOR:

WT. Rich Company, Inc
1075 Worcester Street, Suite 310
Natick, MA 01760

THE CONTRACT IS CHANGED AS FOLLOWS:

PCO Number	Title	Amount	Change Reason	Change Order Value	Amount
285	7108 CE #370 - RFI #593 (Valved CW Hookups for PS Kitchen Refrigerators)	\$0.00	Allowance	Change Order Value	\$3,089.00
281	CE #295 - PR-086 Rev Accessible Cell Toilet CMU	\$0.00	Contingency	Change Order Value	\$3,249.00
280	CE #275 - 6114 PR-081 TH and PSB Soffits	\$0.00	Contingency	Change Order Value	\$2,818.00
279	CE #274 - 6113 PR-077 TH Finance Director Office	\$0.00	Contingency	Change Order Value	\$2,293.00
278	CE #267 - 8278 PR-074 TH Stair B - Stair Ceiling Revision	-\$899.00	Change Order	Change Order Value	-\$899.00
276	CE #296 - 8276 PR-088 Door 232 Jamb and Head Details	\$0.00	Contingency	Change Order Value	\$1,693.00
275	CE #116 - 8275 RFI-326 Public Safety Flat Roof West Wall Corner Detail	\$0.00	Contingency	Change Order Value	\$955.00
272R1	CE #358 - 8272 ASI-075 TH Stair A Coordination	\$6,805.00	Change Order	Change Order Value	\$6,805.00
270	CE #264 - 6107 RFI-463: PS: Pipe in Janitors Rm 151	\$0.00	Contingency	Change Order Value	\$1,435.00
268	CE #383 - 8268 Extended Curbs PR-006	\$23,632.00	Change Order	Change Order Value	\$23,632.00
263	CE #253 - 8263 PR-048 Additional Panic Buttons	\$1,170.00	Change Order	Change Order Value	\$1,170.00
262	CE #199 - 8262 PR-053 Exterior Wall Intersection at Stair 3 and App Bay	\$0.00	Contingency	Change Order Value	\$25,162.00
258	CE #364 - 6112 OHD Track Bolt Cutting	\$0.00	Contingency	Change Order Value	\$1,251.00
257	CE #374 - Quinn Additional Welding at Stair A per Structural Engineer	\$0.00	Change Order	Change Order Value	\$11,287.00
241	CE #363 - Remaining Misc. Shelving Buyout to Allowance 7124	\$0.00	Allowance	Change Order Value	\$5,687.00
238	8238 CE #316 - PR-093 PSB Equip. Rm 237 Counter	\$3,831.00	Change Order	Change Order Value	\$3,831.00
226	CE #340 - 7105 Additional Public Safety Lobby Floor Preparation	\$0.00	Allowance	Change Order Value	\$7,463.00
225	CE #213 - 6084 PR-057 - Rotation of Fire Pole	\$0.00	Contingency	Change Order Value	\$6,637.00
220	CE #335 - 8220 PR-104 App Bay Hatches - RFI 550	\$2,196.00	Change Order	Change Order Value	\$2,196.00
215	CE #273 - 8215 - ASI-065 TH Precast Lettering Paint	\$9,373.00	Change Order	Change Order Value	\$9,373.00
209	CE #317 - 7108 PR-095.1 TH Copy Rm 120 Millwork	\$0.00	Allowance	Change Order Value	\$5,375.00
181	CE #306 - 6104 ASI-070.1 Top of CMU Walls @ Bar Joist	\$0.00	Contingency	Change Order Value	\$8,216.00
180	CE #309 - 6101 RFI#542: Public Safety App Bay Aprons	\$0.00	Contingency	Change Order Value	\$1,680.00
176R1	CE #164 - 8176 Two-way Talk Thru System at Transaction Windows (Credit)	-\$6,774.00	Change Order	Change Order Value	-\$6,774.00
175	CE #118 - PR-008 PSB Carbon Monoxide Sensor Revisions	-\$5,436.00	Change Order	Change Order Value	-\$5,436.00
168	CE #298 - 6110 RFI #523: Millwork/Soffit Coordination Questions	\$0.00	Contingency	Change Order Value	\$5,508.00
167	CE #217 - 6100 RFI #429: Sprinkler Feed to Multipurpose RM 107	\$0.00	Contingency	Change Order Value	\$1,634.00
166A	CE #202 - 8166A - PR-090 Removal of TH Hearing Rm 207 Projector	-\$4,290.00	Change Order	Change Order Value	-\$4,290.00
164	CE #237 - RFI #364 P248 Door Jamb Thickness Conflicts	\$0.00	Allowance	Change Order Value	\$492.00
159	CE #232 - 7108 ASI-061 Relocated EUHs in TH Stair B	\$0.00	Allowance	Change Order Value	\$4,060.00
158A	CE #235 - 8158A - PR-064.1 Faucet and Sink Modifications for Casework Coordination	\$858.00	Change Order	Change Order Value	\$858.00
156	CE #288 - 6103 PSB 2nd Fl Lobby Door Frame Coordination	\$0.00	Contingency	Change Order Value	\$1,451.00
151	CE #241 - 6115 PR-062 AED Location Changes	\$0.00	Contingency	Change Order Value	\$832.00
136A	CE #111 - 6049 RFI 276: Sallyport/Booking CMU Wall up to Attic	\$0.00	Contingency	Change Order Value	\$2,918.00
131	CE #089 - 8131 PR-080 RFI#277 Vault Finish Change Credit	-\$2,508.00	Change Order	Change Order Value	-\$2,508.00
123	6108 CE #203 - RFI #436: Stem Wall in App Bay	\$0.00	Contingency	Change Order Value	\$4,305.00
115	CE #233 - 7106 #469: Data Jack and Power in Sallyport Booking Area	\$0.00	Allowance	Change Order Value	\$2,017.00
070G	CE #061 - 7102 J. Derenzo Premium Time (9.27, 9.28, 10.4, 10.11)	\$0.00	Allowance	Change Order Value	\$12,182.00
070F	CE #061 - 7102 Wayne J. Griffin Premium Time (9/13 to 11/1)	\$0.00	Allowance	Change Order Value	\$31,976.00
070E	CE #061 - 7102 Premium Time Allowance	\$0.00	Allowance	Change Order Value	\$37,178.00
070D	CE #061 - 7102 Premium Time Allowance	\$0.00	Allowance	Change Order Value	\$4,771.00
070C	CE #061 - 7102 Premium Time Allowance	\$0.00	Allowance	Change Order Value	\$4,131.00
041	CE #057 - 6079 PSB Misc Structural Steel Changes	\$0.00	Contingency	Change Order Value	\$3,222.00
		Total	\$27,958.00		\$232,925.00



W.T. RICH COMPANY

The Original Contract Sum* was:	\$58,124,797.00
The net change by previously authorized Change Orders:	\$1,380,516.00
The Contract Sum prior to Change Order was:	\$59,505,313.00
The Contract Sum will be increased/decreased by this Change Order in the amount of:	\$27,958.00
The new Contract Sum including this Change Order will be:	\$59,533,271.00
The Contract Time will be increased by:	Zero (0) days
The new date of Substantial Completion will be:	1/30/2026

*Includes all previously executed contract amendments

NOTE: This Change Order does not include adjustments to the Contract Sum or Guarantee Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Context Architecture
ARCHITECT

W.T. Rich Company, Inc.
CONTRACTOR

Town of Middleton
OWNER

C. Christopher Logan

Signature



Signature

Signature

Director of Design

Printed Name & Title

Steve Taylor, Project Executive

Printed Name & Title

Brian Cresta, Select Board Chair

Printed Name & Title

18 December 2025

12/16/2025

Date

Date

Date



W.T. RICH COMPANY

11/13/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 270 – CE 264 – RFI 463 Pipe in Public Safety Janitors Room 151**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 270** in the **ADD** amount of **\$1,435.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **furring out the wall in PS room 151 to cover a water pipe as directed in RFI 463**. These costs will be allocated to CM Contingency.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/13/25

Middleton Building Committee Designee:

Signature: *William Renault*

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 12/15/25

Town Administrator:

Signature: *Jackie Bresnahan*

Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/10/25

Architect:

Signature: *C. Christopher Logan*

Printed Name: C. Christopher Logan

Context Architecture

Date: 23 November 2025



W.T. RICH COMPANY

11/13/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO-241 - CE#363 - Remaining Misc. Shelving Buyout to Allowance 7124**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 241** in the **ADD** amount of **\$5,687.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **furnishing and installing misc. remaining shelving utilizing shelving buyout Allowance 7124. The remaining shelving in this PCO includes Plum shelves in TH Rms 204A & 204B and SS Shelves in PSB Shower Rms 212, 210, 208, 169 and 168.** These costs will be allocated to allowance 7124, **Shelving Allowance**. After acceptance of **PCO 241**, there will be **\$63,092.00** remaining in Allowance 7124. This remaining amount includes **PCO 241** and those PCOs previously included in OCO's 001-012 but does not consider any pending PCOs that are also allocated to allowance 7124.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 11/13/2025

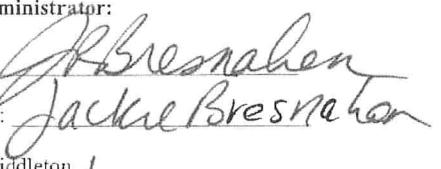
Middleton Building Committee Designee:
Signature: 

Print Name: William RENAULT

Middleton Building Committee

Date: 12/15/25

Town Administrator:

Signature: 

Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/10/25

Architect:

Signature: 

Printed Name: C. Christopher Logan

Context Architecture

Date: 1 December 2025



10/8/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949

Subject: PCO 041 - CE #057 – Public Safety Building Miscellaneous Steel Remediations

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 041** in the **ADD** amount of **\$3,222.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **RFI #200 and remediating the out of line lintel at the east side of the apparatus bay**. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

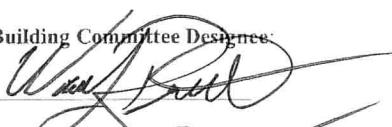
Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 10/8/25

Middleton Building Committee Designee:

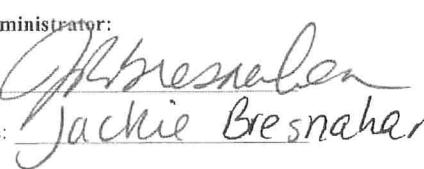
Signature: 

Print Name: William Renaud

Middleton Building Committee

Date: 12/15/25

Town Administrator:

Signature: 

Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/10/25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 23 November 2025



W.T. RICH COMPANY

11/25/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 285 - CE #370 RFI #593 (Valved CW Hookups for PS Kitchen Refrigerators) E. Amanti Costs**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 285** in the **ADD** amount of **\$3,089.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **E. Amanti's work associated with RFI-593 response to provide recessed refrigerator boxes at the 4 PSB Fire Dept. Kitchen Rm 220**. These costs will be allocated to allowance **7108, Mech and Plumbing Design**. After acceptance of PCO 285, there will be **\$28,716.00** remaining in Allowance **7108**. This remaining amount includes PCO 285 and those PCOs previously included in OCO's **001-012** but does not consider any pending PCOs that are also allocated to allowance **7108**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 11/24/2025

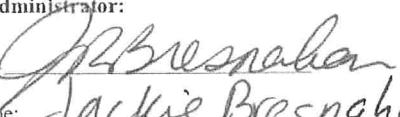
Middleton Building Committee Designee:
Signature: 

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 12/15/25

Town Administrator:

Signature: 

Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/10/25

Architect:

Signature: 

Printed Name: C. Christopher Logan

Context Architecture

Date: 28 November 2025



W.T. RICH COMPANY

12/1/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 276 - CE #296 - PR-088 Door 232 Jamb and Head Details**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 276** in the **ADD** amount of **\$1,693.00** Work included within this proposal includes providing labor, equipment, and materials for the work associated with **blocking, sealant and plywood at the head and jambs of Door #232 of the Public Safety Building as per PR-088**. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

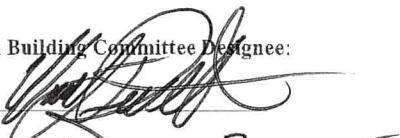
Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 12/1/25

Middleton Building Committee Designee:

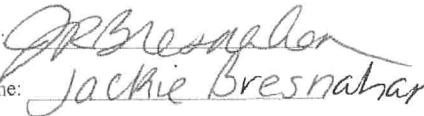
Signature: 

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 12/15/25

Town Administrator:

Signature: 

Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/10/25

Architect:

Signature: 

Printed Name: C. Christopher Logan

Context Architecture

Date: 1 December 2025



W.T. RICH COMPANY

10/9/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949

Subject: PCO 226 - CE #340 Additional Public Safety Lobby Floor Preparation

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 226** in the **ADD** amount of **\$7,463.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **the additional floor prep needed for the public safety building lobby**

These costs will be allocated to allowance **7105, Floor Patching**. After acceptance of **PCO 226**, there will be **\$42,537.00** remaining in Allowance **7105**. This remaining amount includes **PCO 226** and those PCOs previously included in **OCO's 001-011** but does not consider any pending PCOs that are also allocated to allowance **7105**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 10/9/2025

Middleton Building Committee Designee:
Signature:

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 12/15/25

Town Administrator:

Signature:

Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/11/25

Architect:

Signature:

Printed Name: C. Christopher Logan

Context Architecture

Date: 8 December 2025



10/31/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 262 - CE #199 - PR-053 Exterior Wall Intersection at Stair 3 and App Bay**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 262** in the **ADD** amount of **\$25,162.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **added blocking, plywood, and PVC trim and panels painted by the painting contractor per PR-053**. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Signature of Justin Derge
Justin Derge, Project Manager

W.T. Rich Company, Inc.

Date: 10/31/25

Middleton Building Committee Designee:

Signature of William Renault
Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 12/15/25

Town Administrator:

Signature of Jackie Bresnahan
Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/11/25

Architect:

Signature of C. Christopher Logan
Printed Name: C. Christopher Logan
Context Architecture

Date: 29 November 2025



11/19/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: PCO 158A - CE #235 - PR-064.3 Faucet and Sink Modifications for Casework - Additional Sinks

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 158A** in the **ADD** amount of **\$858.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **swapping 2 additional faucets per PR-064 REV 03 direction. The faucets are being switched to a different model in TH rooms 203 and 207B.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 11/19/25

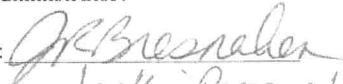
Middleton Building Committee Designee:
Signature: 

Print Name: Justice A. Reardon

Middleton Building Committee

Date: 12/13/25

Town Administrator:

Signature: 
Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/10/25

Architect:

Signature: 
Printed Name: C. Christopher Logan

Context Architecture

Date: 8 December 2025



8/8/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 166A - CE #202 - Removal of TH Hearing Rm 207 Projector - Starlite Credit**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 166A** in the **CREDIT** amount of **\$(4,290.00)**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **Starlite providing a credit for the removal of TH Hearing Rm 207 projection screen per submittal #113000-4.0 review comments.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 8/8/25

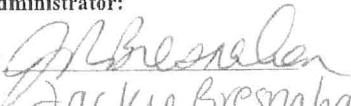
Middleton Building Committee Signee:
Signature: 

Print Name: WILLIAM REARDON

Middleton Building Committee

Date: 12/15/25

Town Administrator:

Signature: 
Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/10/25

Architect:

Signature: 
Printed Name: C. Christopher Logan

Context Architecture

Date: 8 December 2025



11/5/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 176R1 - CE #164: Two-way Talk Thru System at Transaction Windows (Credit)**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 176R1** in the **CREDIT** amount of **\$(6,774.00)**. Work included within this proposal includes providing a credit for labor, equipment, and materials for the work associated with: **providing a credit for the Two-way Talk Thru System at Transaction Windows per submittal #260000-46 direction.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 11/5/25

Middleton Building Committee Designee:
Signature:

Print Name: WILLIAM REARDON

Middleton Building Committee

Date: 12/15/25

Town Administrator:

Signature:
Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/10/25

Architect:

Signature:
Printed Name: C. Christopher Logan

Context Architecture

Date: 1 December 2025



W.T. RICH COMPANY

10/29/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949
Subject: PCO 257 - CE #374: Quinn Additional Welding at Stair A per Structural Engineer

Dear Brian,

W.T. Rich hereby presents Potential Change Order No. 257 in the ADD amount of \$11,287.00. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: the switch from wedge anchors into the slab for railing connections as shown in the contract documents to welding each base plate to structural steel as required per Quinn's delegated design and the MA structural engineer for the stairs. Quinn believes this was an unforeseen condition that could not have been predicted at the time of bidding the project. Quinn, WTR, Context and PCA 360 met on 10/28/2025 and discussed this. The agreement was to have Quinn submit these cost separately from PCO-240 PR-094 as they are more related to the delegated design.

These costs will be allocated to allowance 7107, Structural Steel & Truss Design. After acceptance of PCO 257, there will be \$35,770.00 remaining in Allowance 7107. This remaining amount includes PCO 257 and those PCOs previously included in OCO's 001-011 but does not consider any pending PCOs that are also allocated to allowance 7107.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 10/29/2025

Middleton Building Committee Designee:
Signature:

Print Name: *WILLIAM RENAULT*

Middleton Building Committee

Date: 12/15/25

Town Administrator:

Signature: *JR Bresnahan*
Print Name: *Jacquie Bresnahan*

Town of Middleton

Date: 12/10/25

Architect:

Signature: *C. Christopher Logan*
Printed Name: C. Christopher Logan

Context Architecture

Date: 28 November 2025



12/8/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 272R1 - CE #358: ASI-075 TH Stair A Coordination**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 272R1** in the **ADD** amount of **\$6,805.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **Additional detailing hours to revise the TH Stair A posts from 2"x2" to 2.5"x2.5" back to 2"x2" for fabrication.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 12/8/25

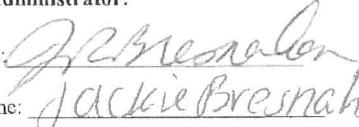
Middleton Building Committee Designee:
Signature: 

Print Name: WILLIAM REARDON

Middleton Building Committee

Date: 12/15/25

Town Administrator:

Signature: 
Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/10/05

Architect:

Signature: 
Printed Name: C. Christopher Logan

Context Architecture

Date: 8 December 2025



W.T. RICH COMPANY

11/18/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 275 - CE #116 - RFI-326 Public Safety Flat Roof West Wall Corner Detail**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 275** in the **ADD** amount of **\$955.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with waterproofing re-detailing per the updated details provided on sheet A5.15 per RFI-326 response. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justin Derge, Project Manager

W.T. Rich Company, Inc.

Date: 11/18/25

Middleton Building Committee Designee:

Signature: _____

Print Name: _____

Middleton Building Committee

Date: _____

Town Administrator:

Signature:

Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/10/25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 29 November 2025



W.T. RICH COMPANY

10/27/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 070C - CE # 061 Saturday 6/7/2025 Premium Time**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 070C** in the **ADD** amount of **\$4,131.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **working Fernandes Masonry and Starlit Rough Framing working on Saturday 6/7/2025**

These costs will be allocated to allowance **7102, Premium Time**. After acceptance of **PCO 070C**, there will be **\$163,965.00** remaining in Allowance **7102**. This remaining amount includes **PCO 070C** and those PCOs previously included in **OCO's 001-011** but does not consider any pending PCOs that are also allocated to allowance **7102**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 10/27/2025

Middleton Building Committee Designee:
Signature:

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature:
Print Name: J. Sutthodach

Town of Middleton

Date: 11.20.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 10 November 2025



W.T. RICH COMPANY

11/10/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 070D, CE 061 Saturday 6.21.25 Premium Time**
Dear Brian,

W.T. Rich hereby presents **Potential Change Order 070D** in the **ADD** amount of **\$4,771.00**. Work included within this proposal includes providing labor premium time only for the work on Saturday 6/21/2025 performed by J. Derenzo Co.

These costs will be allocated to allowance **7102, Premium Time** After acceptance of **PCO 070D**, there will be **\$159,194.00** remaining in Allowance **7102**. This remaining amount includes **PCO 070D** and those PCOs previously included in OCO's **001-011** but does not consider any pending PCOs that are also allocated to allowance **7102**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin, Project Manager

W.T. Rich Company, Inc.

Date: 11/10/2025

Middleton Building Committee Designee:

Signature: *W. T. Rich Company, Inc.*

Print Name: *William Reinert*

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature: *J. Sittbach*

Print Name: *J. Sittbach*

Town of Middleton

Date: 11.20.25

Architect:

Signature: *C. Christopher Logan*

Printed Name: *C. Christopher Logan*

Context Architecture

Date: 12 November 2025



W.T. RICH COMPANY

11/10/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 070E, CE 061 JDC Saturday Prem. Time 7-29 Thru. 9-20**
Dear Brian,

W.T. Rich hereby presents **Potential Change Order 070E** in the **ADD** amount of **\$37,178.00**. Work included within this proposal includes providing labor premium time only for the work on Saturdays 7-19, 7-26, 8-2, 8-9, 8-16, 8-23, 9-6, 9-13, and 9-20 (2025). There are other trades who worked these days and their costs will be submitted separately.

These costs will be allocated to allowance **7102, Premium Time** After acceptance of **PCO 070D**, there will be **\$122,016.00** remaining in Allowance **7102**. This remaining amount includes **PCO 070E** and those PCOs previously included in **OCO's 001-011** but does not consider any pending PCOs that are also allocated to allowance **7102**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W.T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin, Project Manager

W.T. Rich Company, Inc.

Date: 11/10/2025

Middleton Building Committee Designee:
William Renault

Signature: *William Renault*
Print Name: William Renault

Middleton Building Committee

Date: 11/20/25

Town Administrator:

J. Sutzbach
Signature:

Print Name: *J. Sutzbach*

Town of Middleton

Date: 11. 20. 25

Architect:

C. Christopher Logan
Signature:

Printed Name: C. Christopher Logan

Context Architecture

Date: 11 November 2025



W.T. RICH COMPANY

11/21/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949
Subject: PCO 070E - CE # 061 – Wayne J. Griffin Premium Time 9/13 to 11/1

Dear Brian,

W.T. Rich hereby presents Potential Change Order No. 070E in the ADD amount of \$31,976.00. Work included within this proposal includes providing labor, equipment, and materials for the work associated with Wayne J. Griffin's overtime work

These costs will be allocated to allowance 7102, Premium Time. After acceptance of PCO 070E, there will be \$130,091.00 remaining in Allowance 7102. This remaining amount includes PCO 070E and those PCOs previously included in OCO's 001-012 but does not consider any pending PCOs that are also allocated to allowance 7102.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/21/2025

Middleton Building Committee Designee:
Signature:

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature:
Print Name: JOSEPH S. STIFTER

Town of Middleton

Date: 11/25/25

Architect:

Signature: _____

Printed Name: _____

Context Architecture

Date: _____



W.T. RICH COMPANY

11/24/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 070G - CE #061 – J. Derenzo Premium Time (9/27, 9/28, 10/4, & 10/11)**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 070G** in the **ADD** amount of **\$12,182.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **J. Derenzo working premium time on 9/27, 9/28, 10/4, and 10/11**.

These costs will be allocated to allowance **7102, Premium Time**. After acceptance of **PCO 070G**, there will be **\$149,885.00** remaining in Allowance **7102**. This remaining amount includes **PCO 070G** and those PCOs previously included in **OCO's 001-012** but does not consider any pending PCOs that are also allocated to allowance **7102**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/24/2025

Middleton Building Committee Designee:
Signature:

Print Name: William Blawie

Middleton Building Committee

Date: 11/24/25

Town Administrator:

Signature:

Print Name: J. Stifter

Town of Middleton

Date: 11.25.25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 24 November 2025



W.T. RICH COMPANY

11/5/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 115 - CE #233 RFI #469 Data Jack and Power in Sallyport Booking Area**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 115** in the **ADD** amount of **\$2,017.00**. The work outlined in this proposal includes providing labor, equipment, and materials to **relocate data outlets in the Public Safety booking area, as described in RFI 469, from behind the cabinetry to counter height**.

These costs will be allocated to allowance **7106, Electrical Design Coordination**. After acceptance of **PCO 115**, there will be **\$43,737.00** remaining in Allowance **7106**. This remaining amount includes **PCO 115** and those PCOs previously included in OCO's **001-011** but does not consider any pending PCOs that are also allocated to allowance **7106**.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W.T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/5/2025

Middleton Building Committee Designee:
William Renault

Print Name: William Renault

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature: *J. Sutzbach*

Print Name: *J. Sutzbach*

Town of Middleton

Date: 11. 20. 25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 5 November 2025



W.T. RICH COMPANY

11/13/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 123, CE 203 RFI-436 Stem Wall in App Bay**
Dear Brian,

W.T. Rich hereby presents **Potential Change Order 123** in the **ADD** amount of **\$4,305.00**. Work included within this proposal includes providing labor, materials and equipment to remove the concrete stem wall in the Apparatus bay per response to RFI-436. No costs are being submitted for infilling the slab, as this was taken care of with a scheduled pour on site. **These costs will be submitted to CM Contingency.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

The scope of work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

Per the General Conditions of the Contract, work associated with a contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin, Project Manager

W.T. Rich Company, Inc.

Date: 11/13/2025

Middleton Building Committee Designee:
Signature:

Print Name: WILLIAM RENAUD

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature:

Print Name: J. Sultbach

Town of Middleton

Date: 11.25.25

Architect:

Signature:

Printed Name: C. Christopher Logan

Context Architecture

Date: 24 November 2025



11/6/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 131 - CE #089: PR-080 RFI#277 Vault Finish Change**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order 131** in the **Deduct** amount of **(\$2,508.00)**. Work included within this proposal includes credits for labor and materials for the work associated with **the wall finish change in the vault per RFI #277 response and PR-080**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin Project Manager

W.T. Rich Company, Inc.

Date: 11/6/25

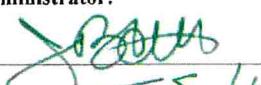
Middleton Building Committee Designee:
Signature: 

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature: 
Print Name: O.J. Sutzbach

Town of Middleton

Date: 11.25.25

Architect:
Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 24 November 2025



10/27/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 136A - CE #111 – RFI 276 Sallyport/Booking CMU Wall up to Attic**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 136A** in the **ADD** amount of **\$2,918.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **the masonry work related to the RFI 276 response to bring the CMU walls up to the attic in Sallyport and Booking areas**. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 10/27/25

Middleton Building Committee Designee:

Signature: A handwritten signature in blue ink, appearing to read 'William Renauer'.

Print Name: William Renauer

Middleton Building Committee

Date: 11/20/25

Town Administrator:

Signature: A handwritten signature in blue ink, appearing to read 'J. Sutzbach'.

Print Name: J. Sutzbach

Town of Middleton

Date: 11.20.25

Architect:

Signature: _____

Printed Name: _____

Context Architecture

Date: _____



W.T. RICH COMPANY

11/24/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 151 – CE 241 – PR 062 AED Location Changes**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 151** in the **ADD** amount of **\$832.00** Work included within this proposal includes providing labor, equipment, and materials for the work associated with the **direction in PR 062 to revise the location of AED cabinets and the drywall and framing required for these revisions**. These costs will be allocated to CM Contingency.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/24/25

Middleton Building Committee Designee:

Signature:
Print Name: Michael Renault

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature:
Print Name: J. Stifter

Town of Middleton

Date: 11.25.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 24 November 2025



W.T. RICH COMPANY

11/10/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 156 - CE #288 - PSB 2nd Floor Lobby Door Frame Coordination**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 156** in the **ADD** amount of **\$1,451.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **furring out the walls and reinstalling door frames in the Public Safety Second Floor Lobby for door frame coordination**. These costs will be allocated to CM Contingency.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/10/25

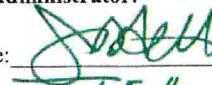
Middleton Building Committee Designee:

Signature: 
Print Name: William Renault

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature: 
Print Name: C. Christopher Logan

Town of Middleton

Date: 11.20.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 17 November 2025



W.T. RICH COMPANY

11/6/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 159 - CE #232 ASI-061 Relocated EUHs in Town Hall Stair B**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 159** in the **ADD** amount of **\$4,060.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **relocating the electric unit heaters in Town Hall Stair B**. These costs will be allocated to allowance **7108, Mechanical and Plumbing Design Coordination**. After acceptance of **PCO 159**, there will be **\$27,745.00** remaining in Allowance **7108**. This remaining amount includes **PCO 159** and those PCOs previously included in **OCO's 001-011** but does not consider any pending PCOs that are also allocated to allowance **7108**.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W.T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/6/2025

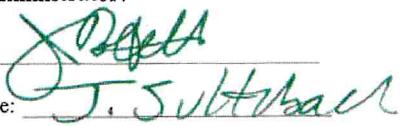
Middleton Building Committee Designee:
Signature: 

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 11/20/25

Town Administrator:

Signature: 
Print Name: J. Subhacker

Town of Middleton

Date: 11.20.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 17 November, 2025



8/7/25

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 164 - CE #237 RFI #364 P248 Door Jamb Thickness Conflicts**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 164** in the ADD amount of **\$492.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **O'Connor's cost to replace door frame P248 per RFI#364 response**.

These costs will be allocated to allowance **7110, Door Hardware**. After acceptance of **PCO 164**, there will be **\$38,413.00** remaining in Allowance **7110**. This remaining amount includes **PCO 164** and those PCOs previously included in **OCO's 001-008** but does not consider any pending PCOs that are also allocated to allowance **7110**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 8/7/25

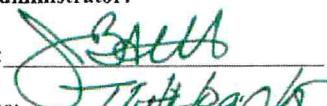
Middleton Building Committee Designee:
Signature: 

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature: 
Print Name: Bobbi Takback

Town of Middleton

Date: 11/20/25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 17 November 2025



11/3/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 167 - CE #217 - RFI #429 Sprinkler Feed to Multipurpose RM 107**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 167** in the **ADD** amount of **\$1,634.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **the response to RFI 429 to add a soffit around the Sprinkler feed into Town Hall room 107**. These costs will be allocated to CM Contingency.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/3/25

Middleton Building Committee Designee:

Signature: A handwritten signature in blue ink, appearing to read "William Renault".
Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature: A handwritten signature in blue ink, appearing to read "J. S. Hoback".
Print Name: J. S. Hoback

Town of Middleton

Date: 11.20.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 4 November 2025



W.T. RICH COMPANY

11/13/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 168 – CE 298 – RFI 523 Millwork & Soffit Coordination**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 168** in the **ADD** amount of **\$5,508.00** Work included within this proposal includes providing labor, equipment, and materials for the work associated with the **direction in RFI 523 to change the depth of the soffits in the Town Hall Break room and Public Safety Kitchen millwork locations**. These costs will be allocated to CM Contingency.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/13/25

Middleton Building Committee Designee:

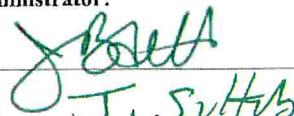
Signature: 

Print Name: William Benard

Middleton Building Committee

Date: 11/20/25

Town Administrator:

Signature: 

Print Name: J. S. Hirsch

Town of Middleton

Date: 11-20-25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 17 November 2025



11/5/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 175R1 - CE #118: PR-008 PSB Carbon Monoxide Sensor Revisions**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 175R1** in the **CREDIT** amount of **\$(5,436.00)**. Work included within this proposal includes providing a credit for labor, equipment, and materials for the work associated with: **PR-008 removal/relocation of CO detectors in the Public Safety Building.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 11/5/25

Middleton Building Committee Designee:
Signature:

Print Name: William REARDON

Middleton Building Committee

Date: 11/20/25

Town Administrator:

Signature:
Print Name: J.T. Sylthball

Town of Middleton

Date: 11.20.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 17 November 2025



W.T. RICH COMPANY

11/5/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 180, CE 309 - RFI-542 Reprep App Bay Aprons**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order 180** in the **ADD** amount of **\$1,680.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **RFI-542 requiring re-prepping of the grade for the App Bay Aprons after they were complete. The costs will be applied to CM Contingency.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

Per the General Conditions of the Contract, work associated with a CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin, Project Manager

Signature: Matthew Gustin
W.T. Rich Company, Inc.

Date: 11/5/25

Town Administrator:
Signature: J. Sultebach
Print Name: J. Sultebach

Town of Middleton

Date: 11.20.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 5 November 2025

Middleton Building Committee Designee:
Signature:
Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 11/26/25



W.T. RICH COMPANY

11/6/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 181 - CE #306 – ASI-070.1 Top of CMU Walls @ Bar Joist**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 181** in the **ADD** amount of **\$8,216.00** Work included within this proposal includes providing labor, equipment, and materials for the work associated with **the direction on ASI 070.1 on how to finish the tops of CMU walls at bar joists**. These costs will be allocated to CM Contingency.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/6/25

Middleton Building Committee Designee:

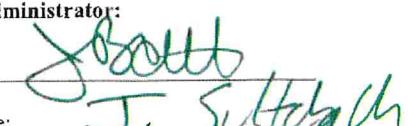
Signature: 

Print Name: WILLIAM RENAUT

Middleton Building Committee

Date: 11/20/25

Town Administrator:

Signature: 

Print Name: J. Sutlach

Town of Middleton

Date: 11.20.25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 6 November 2025



W.T. RICH COMPANY

11/5/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 209 - CE #317 - PR-095.1 Town Hall Copy Room 120 Millwork**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 209** in the **ADD** amount of **\$5,375.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with the **direction from PR 095.1 to modify the layout of Town Hall Copy Room 120 by adding a wall, revising millwork, relocating electrical outlets, and adding an access panel**. These costs will be allocated to allowance **7108, Mechanical and Plumbing Design Coordination**. After acceptance of **PCO 209**, there will be **\$48,196.00** remaining in Allowance **7108**. This remaining amount includes **PCO 209** and those PCOs previously included in **OCO's 001-011** but does not consider any pending PCOs that are also allocated to allowance **7108**.

As authorized by the owner or their representative, part of the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W.T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/5/2025

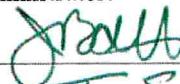
Middleton Building Committee Designee:
Signature: 

Print Name: William RENAUD

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature: 
Print Name: J. S. Hirsch

Town of Middleton

Date: 11-20-25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 5 November 2025



11/12/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 215 - CE #273 - ASI 065 Precast Lettering Paint**

Dear Brian,

W.T. Rich hereby presents Potential Change Order No. 215 in the add amount of \$9,373.00. The work included in this proposal consists of providing all labor, equipment, and materials necessary for painting the precast lettering as described in ASI 065 and further clarified in RFI #540. Per the specifications, one coat of paint is included under John W. Egan's scope; the cost outlined above represents the additional coats required as detailed in ASI 065 and RFI #540.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/12/2025

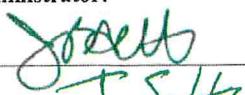
Middleton Building Committee Designee:
Signature: 

Print Name: William Donato

Middleton Building Committee

Date: 11/20/25

Town Administrator:

Signature: 
Print Name: J. Sultbach

Town of Middleton

Date: 11-20-25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 17 November 2025



W.T. RICH COMPANY

11/3/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 220 - CE #335 – PR-104/RFI 550 Apparatus Bay Hatches**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 220** in the **ADD** amount of **\$2,196.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with the **direction in PR-104 to provide gypsum in place of PVC trim around the apparatus bay hatch openings in addition to providing an intumescent coating to exposed plywood**.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/3/2025

Middleton Building Committee Designee:
Signature: 

Print Name: William Renauot

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature: 
Print Name: J.T. Stuhbauch

Town of Middleton

Date: 11.20.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 17 November 2025



W.T. RICH COMPANY

11/24/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949
Subject: **PCO 225 – CE 213 – PR 057 Rotation of Fire Pole**

Dear Brian,
W.T. Rich hereby presents **Potential Change Order No. 225** in the **ADD** amount of **\$6,637.00** Work included within this proposal includes providing labor, equipment, and materials for the work associated with **the revisions to the fire pole described in PR 057**. These costs will be allocated to CM Contingency. The current cost represents only the new materials and labor from Quinn Iron related to these revisions. Additional costs will be submitted once the time and material (T&M) work is complete.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

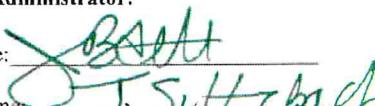
Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/24/25

Town Administrator:

Signature: 

Print Name: *J. Stifter*

Town of Middleton

Date: 11-25-25

Architect:

Signature: *C. Christopher Logan*

Printed Name: *C. Christopher Logan*

Context Architecture

Date: 24 November 2025

Middleton Building Committee Designee:

Signature: 

Print Name: *WILLIAM RENAUT*

Middleton Building Committee

Date: 11/26/25



10/22/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 238 - CE# 316 PR-093 PSB Equip. Rm 237 Counter**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 238** in the **ADD** amount of **\$3,831.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **the removal and replacement of PSB Equipment Rm 237 Countertop with a deeper counter per PR-093**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 10/22/25

Middleton Building Committee Designee:
Signature:

Print Name: WILLIAM REARDON

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature:
Print Name: J. S. Hobach

Town of Middleton

Date: 11.20.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 17 November 2025



W.T. RICH COMPANY

11/19/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 258 - CE #364 – Overhead Door Track Bolt Cutting and Patching**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 258** in the **ADD** amount of **\$1,251.00** Work included within this proposal includes providing labor, equipment, and materials for the work associated with **cutting and plug welding bolts that impeded install of six overhead doors**. These costs will be allocated to CM Contingency.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/19/25

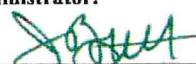
Middleton Building Committee Designee:

Signature: 
Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature: 
Print Name: C. Christopher Logan

Town of Middleton

Date: 11.25.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 21 November 2025



W.T. RICH COMPANY

10/31/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 263 - CE #253 - PR-048 Additional Panic Buttons**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 263** in the **ADD** amount of **\$1,170.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **the addition of panic buttons in TH Clinical Space & Nurse 117, PSB Watch Room 104, Admin Clerk 107, Fire Admin 156, and Police Admin 224 per PR-048.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.


Justin Derge, Project Manager

W.T. Rich Company, Inc.

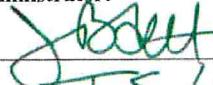
Date: 10/31/25

Middleton Building Committee Designee:
Signature: 

Print Name: WILLIAM RENAU LT
Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature: 
Print Name: J. Sultzbach

Town of Middleton

Date: 11.20.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 10 November 2025



W.T. RICH COMPANY

11/5/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949

Subject: PCO 268, CE 383 Extended Curbs PR-006

Dear Brian,

W.T. Rich hereby presents Potential Change Order 268 in the add amount of **\$23,632.00** Proposal includes the (2) areas of extended curb which were added in PR-006 but not carried by Marguerite in PCO-015. See markup of drawings within showing these areas of extended curb.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin, Project Manager

W.T. Rich Company, Inc.

Date: 11/5/2025

Middleton Building Committee Designee:

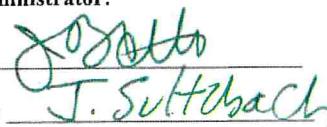
Signature: 

Print Name: Matthew RENAU JT

Middleton Building Committee

Date: 11/24/25

Town Administrator:

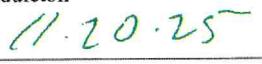
Signature: 

Print Name: J. Suttbach

Town of Middleton

Date: 11.20.25

Architect:

Signature: 

Printed Name: C. Christopher Logan

Context Architecture

Date: 10 November 2025



11/19/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949
Subject: PCO 278 – CE 267 – PR 074 TH Stair B - Stair Ceiling Revision

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 278** in the **CREDIT** amount of **\$899.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with the **direction in PR 074 to remove the drywall soffits at the Town Hall Stair B stringers and to paint the now exposed metal**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/19/2025

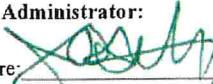
Middleton Building Committee Designee:
Signature: 

Print Name: William RENAULT

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature: 
Print Name: J. Stifter

Town of Middleton

Date: 11.25.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 24 November 2025



W.T. RICH COMPANY

11/24/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949
Subject: PCO 279 - CE #274 – PR 077 TH Finance Director Office

Dear Brian,

W.T. Rich hereby presents Potential Change Order No. 279 in the ADD amount of \$2,293.00 Work included within this proposal includes providing labor, equipment, and materials for the work associated with the direction in PR 077 to fur out the north wall of the Town Hall Finance Directors office to cover exposed structural steel. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/24/25

Middleton Building Committee Designee:

Signature: 
Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 11/26/25

Town Administrator:

Signature: 
Print Name: J. Stifter

Town of Middleton

Date: 11.25.25

Architect:

Signature: C. Christopher Logan
Printed Name: C. Christopher Logan

Context Architecture

Date: 24 November 2025



W.T. RICH COMPANY

11/19/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 280 – CE 275 – PR 081 TH and PSB Soffit Coordination**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 280** in the **ADD** amount of **\$2,818.00** Work included within this proposal includes providing labor, equipment, and materials for the work associated with the direction in **PR 081 to coordinate the soffit in TH Expansion Room B to cover diagonal bracing and additional coordination for the soffit above the bottle filler in PS main lobby**. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

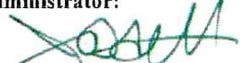
Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/19/25

Town Administrator:

Signature: 

Print Name: J. S. Hrabell

Town of Middleton

Date: 11-25-25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 24 November 2025

Middleton Building Committee Designee:

Signature: 

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 11/26/25



11/20/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 281, CE 295 PR-086 Rev. Accessible Cell Toilet CMU**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order 281** in the **ADD** amount of **\$3,249.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with PR-086 to build a CMU wall to house the TP holder for the new accessible toilet which was approved via PCO-149. The cost also includes block filler and epoxy painting of this new wall. The fixture was approved via PCO-149, and those costs are not included within. **These costs will be applied to CM Contingency.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin, Project Manager

W.T. Rich Company, Inc.

Date: 11/20/25

Middleton Building Committee Designee:
Signature:

Print Name: WILLIAM RENAU

Middleton Building Committee

Date: 11/20/25

Town Administrator:

Signature:

Print Name: O.J. Sittler

Town of Middleton

Date: 11-25-25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 24 November 2025

Ockers Technologies – CHANGE ORDER / AMENDMENT 01

WHEREAS, the Town of Middleton (“Owner”) represented by Owner’s Project Manager, PCA360, entered into a contract (“Contract”) with Ockers Technologies (“the Vendor”) (collectively the “Parties”) for the installation of CCTV, Intrusion Alarm, and Card Access systems in association with the Middleton Municipal Complex Project (“the Project”) on September 10, 2024.

WHEREAS, pursuant to Section 27 of the Contract, the Owner is requesting the amendments as summarized herein in accordance with the provisions of that section;

WHEREAS, the detailed proposal and justification is summarized in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, effective as of January 6, 2026, the Parties wish to amend the Contract as summarized in this Change Order 01.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. To increase the Contract by **Twenty-Four Thousand Two Hundred Six Dollars and Fifty Seven Cents** as further described and justified in Ocker Technologies Proposals as summarized below and attached hereto in Exhibit A and incorporated herein:

Fee for Basic Services	Original Contract	Previous Amendments	Amount of this Amendment	After this Amendment
Original Contract	\$692,677.00	\$0.00	\$0.00	\$692,677.00
Quote# 013148 V1 – Add camera at attic of TH stair landing	\$0.00	\$0.00	\$4,123.38	\$696,800.38
Quote# 013149 V1 – Change Motion from wall to ceiling mtd	\$0.00	\$0.00	\$2,936.16	\$699,736.54
Quote# 013232 V2 – Add'l 5 Card Readers	\$0.00	\$0.00	\$17,147.03	\$716,883.57
Total Contract	\$692,677.00	\$0.00	\$24,206.57	\$716,883.57

2. The Project Schedule shall be from Start to Substantial Completion: Unchanged by this amendment, September 20, 2024 to January 30, 2026
3. This Amendment and incorporated attachments contain all additional terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding this amendment shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect. This amendment is for scope of work described

as "Providing and installing an additional security camera for the Town Hall Attic, and providing 24 ceiling mounted motion sensors for the Town Hall and 5 additional card readers", as outlined in Exhibit A.

IN WITNESS WHEREOF, the Parties have caused this amendment to be executed by their respective authorized officers.

VENDOR

Owner:	Ockers Technologies
Name (Signature):	John Houser
Title:	President
Date:	

TOWN OF MIDDLETON

By executing this Agreement, the undersigned authorized signatory of Owner, who incurs no personal liability by reason of the execution hereof or anything herein contained, hereby certifies under penalties of perjury that this Contract is executed in accordance with a prior approval of the TOWN OF MIDDLETON.

Owner:	TOWN OF MIDDLETON
Name (Signature):	Brian Cresta
Title:	Selectboard Chair
Date:	

Town of Middleton – Finance Director – Sufficient funds available for this contract

Name (Signature):	Sarah Wood
Title:	Finance Director
Date:	

Town of Middleton – Town Counsel (legal) - Approved as to Form & Character

Name (Signature):	Elizabeth Lydon
Title:	Town Counsel - Mead, Talerman & Costa, LLC
Date:	



We have prepared a quote for you

ITC71, MMC - TH-Motion Detection

Quote # 013149
Version 1

Prepared for:

Town of Middleton

Middleton Municipal Complex

Ilene Twiss
Ilene.Twiss@middletonma.gov

Hardware

Description	Price	Qty	Ext. Price
DS9370 Bosch DS9370 Panoramic TriTech 360° Motion Sensor Ceiling Mount, White	\$116.09	24	\$2,786.16

Subtotal: **\$2,786.16**

Shipping

Description	Price	Qty	Ext. Price
SHIPPING Freight on Client Shipments	\$150.00	1	\$150.00

Subtotal: **\$150.00**

ITC71, MMC - TH-Motion Detection

Prepared by:	Prepared for:	Ship To:	Quote Information:
Ockers Technologies	Town of Middleton	Town of Middleton	Quote #: 013149
Greg Landry (508) 586-4642 Fax 508-584-9180 glandry@ockers.com	Middleton Municipal Complex 105 S. Main Street Middleton, MA 01949 Ilene Twiss (978) 774-6927 Ilene.Twiss@middletonma.gov	Middleton Municipal Complex 105 S. Main Street Middleton, MA 01949 Ilene Twiss (978) 774-6927 Ilene.Twiss@middletonma.gov	Version: 1 Delivery Date: 10/15/2025 Expiration Date: 11/13/2025

Quote Summary

Description	Amount
Hardware	\$2,786.16
Subtotal:	\$2,786.16
Shipping:	\$150.00
Total:	\$2,936.16

Terms and Conditions

This quote is valid for thirty (30) days from the date of issue. Any payments not made within thirty (30) days of the date of the invoice shall be subject to a late payment charge of 1 ½% per month (compounded) on the unpaid balance of any amount then passed due. All products quoted are subject to availability.

Terms for Purchases are NET30 Days from date of invoice. All Services will be invoiced separately and are payable on receipt of Invoice. Any payments not made within thirty (30) days of the date of the invoice shall be subject to a late payment charge of 1½% per month (compounded) on the unpaid balance of any amount then passed due.

Binding Effect of Document:

This document when signed by the client and accepted by the Company shall constitute a binding contract for services described.

Suspension or Cancellation for Non-Payment:

The Company may forthwith suspend or cancel SAAS service upon a written notice if any payment is overdue, in addition to any other right or remedy it may have.

Assignability of Agreement:

Neither this agreement nor the Company's SAAS service are transferable without the Company's written consent.

Returns are allowed for 30 days. Non-defective returns must be unopened, and factory sealed. All merchandise must be returned with original packing, accessories, and instructions. A valid RMA number must be obtained from Ockers Company before a return is allowed. Note - Some manufacturers have special returns policies which may supersede the above.

Custom Orders are not Returnable.

Returns over the 30 days will be subject to the acceptance by the distributor or manufacturer and may require a restocking fee.

Ockers at its discretion may invoice product prior to delivery to client via a Bill and Hold (Transfer of Property) document if required. All stored product will be fully insured. This may occur via a Standard invoice or via a Bill and Hold

Customer responsible for any permit fee costs that may be required. Fees are determined by local municipality and will be billed accordingly.

** For EANS Purchases - Customer is responsible for payment of products and services if EANS order is not approved by the state.

Please email Purchase Order to confirm the order. Thank you.

Ockers Technologies

Town of Middleton

Signature: _____
Name: Greg Landry
Title: Senior Account Executive
Date: 10/15/2025

Signature: _____
Name: Ilene Twiss
Date: _____



Ockers Technologies

FUTURE READY.

We have prepared a quote for you

ITC71, Town Hall Camera add

Quote # 013148

Version 1

Prepared for:

Town of Middleton

Middleton Municipal Complex

Ilene Twiss

Ilene.Twiss@middletonma.gov

Hardware

Description	Price	Qty	Ext. Price
3.0C-H6SL-D1-IR- "3MP, 60 Day, Alta, WDR, Day/Night Indoor Dome, 3.4-10.5mm 60 f/1.6!Integrated IR, up to 10 year warranty with an active Aware license"	\$815.20	1	\$815.20
AWA-CLD-STR-30 "Subscription for 30 days additional Aware Cloud Storage. License is per -10Y channel"	\$1,570.73	1	\$1,570.73
MISC OCKERS MATERIALS	\$262.45	1	\$262.45

Subtotal: **\$2,648.38**

Services

Description	Price	Qty	Ext. Price
LABOR-SEC Ockers Security Installation Labor Ockers Security Installation Labor	\$1,400.00	1	\$1,400.00

Subtotal: **\$1,400.00**

Shipping

Description	Price	Qty	Ext. Price
SHIPPING Freight on Client Shipments	\$75.00	1	\$75.00

Subtotal: **\$75.00**

ITC71, Town Hall Camera add

Prepared by:	Prepared for:	Ship To:	Quote Information:
Ockers Technologies	Town of Middleton	Town of Middleton	Quote #: 013148
Greg Landry (508) 586-4642 Fax 508-584-9180 glandry@ockers.com	Middleton Municipal Complex 105 S. Main Street Middleton, MA 01949 Ilene Twiss (978) 774-6927 Ilene.Twiss@middletonma.gov	Middleton Municipal Complex 105 S. Main Street Middleton, MA 01949 Ilene Twiss (978) 774-6927 Ilene.Twiss@middletonma.gov	Version: 1 Delivery Date: 10/15/2025 Expiration Date: 11/13/2025

Quote Summary

Description	Amount
Hardware	\$2,648.38
Services	\$1,400.00
	Subtotal: \$4,048.38
	Shipping: \$75.00
	Total: \$4,123.38

Terms and Conditions

This quote is valid for thirty (30) days from the date of issue. Any payments not made within thirty (30) days of the date of the invoice shall be subject to a late payment charge of 1 ½% per month (compounded) on the unpaid balance of any amount then passed due. All products quoted are subject to availability.

Terms for Purchases are NET30 Days from date of invoice. All Services will be invoiced separately and are payable on receipt of Invoice. Any payments not made within thirty (30) days of the date of the invoice shall be subject to a late payment charge of 1½% per month (compounded) on the unpaid balance of any amount then passed due.

Binding Effect of Document:

This document when signed by the client and accepted by the Company shall constitute a binding contract for services described.

Suspension or Cancellation for Non- Payment:

The Company may forthwith suspend or cancel SAAS service upon a written notice if any payment is overdue, in addition to any other right or remedy it may have.

Assignability of Agreement:

Neither this agreement nor the Company's SAAS service are transferable without the Company's written consent.

Returns are allowed for 30 days. Non-defective returns must be unopened, and factory sealed. All merchandise must be returned with original packing, accessories, and instructions. A valid RMA number must be obtained from Ockers Company before a return is allowed. Note - Some manufacturers have special returns policies which may supersede the above.

Custom Orders are not Returnable.

Returns over the 30 days will be subject to the acceptance by the distributor or manufacturer and may require a restocking fee.

Ockers at its discretion may invoice product prior to delivery to client via a Bill and Hold (Transfer of Property) document if required. All stored product will be fully insured. This may occur via a Standard invoice or via a Bill and Hold

Customer responsible for any permit fee costs that may be required. Fees are determined by local municipality and will be billed accordingly.

** For EANS Purchases - Customer is responsible for payment of products and services if EANS order is not approved by the state.

Please email Purchase Order to confirm the order. Thank you.

Ockers Technologies

Signature: _____
Name: Greg Landry
Title: Senior Account Executive
Date: 10/15/2025

Town of Middleton

Signature: _____
Name: Ilene Twiss
Date: _____



We have prepared a quote for you

ITC71, MMC - Additional Card Readers

Quote # 013232
Version 2

Prepared for:

Town of Middleton

Middleton Municipal Complex

Ilene Twiss
Ilene.Twiss@middletonma.gov

Hardware

Description		Price	Qty	Ext. Price
SYS-8ENT-DVE2	"Avigilon Core Series 8 Port 12/24 Smart Hub, 8 Entry Capacity, Power Supply: FPV Series, E2 Enclosure"	\$2,535.98	1	\$2,535.98
OP-RKP-STND	"Avigilon Standard Smart Keypad Card Readers-V2 in Black, low and High Frequency version"	\$403.65	5	\$2,018.25
SW-PRM-P10	Avigilon Premium: Pack of 10 Entries	\$1,579.50	1	\$1,579.50
GI-18012G	GRI 180-12-G 180 Series 3/4" Steel Door Recessed Switch Set, Standard Gap,	\$7.11	10	\$71.10
WG-31961002	GENESIS, Genesis 31961002 22/6 Stranded Shielded + 22/4 Stranded + 22/2 Stranded + 18/4 Stranded Composite Access Control Cable, Plenum, CMP, FT6, 1000'	\$1,197.90	1	\$1,197.90
MISC OCKERS MATERIALS	MISC OCKERS MATERIALS	\$814.30	1	\$814.30

Subtotal: **\$8,217.03**

Services

Description		Price	Qty	Ext. Price
LABOR-SEC	Ockers Security Installation Labor , PW On-site Labor PW Ockers Security Installation Labor	\$8,000.00	1	\$8,000.00
LABOR-SEC	Ockers Security Installation Labor, Security Programming	\$400.00	1	\$400.00
LABOR-SEC	Ockers Security Installation Labor, PW Project Management	\$250.00	1	\$250.00

Subtotal: **\$8,650.00**

Shipping

Description		Price	Qty	Ext. Price
SHIPPING	<p>Freight on Client Shipments</p> <p>Alex Liousas</p> <p> PCA360</p> <p>75 Second Ave, Suite 305 Needham, MA 02494 www.pca360.com</p> <p>T: 617.723.5056 M: 617.947.8576 Alex Liousas <aliousas@pca360.com></p>	\$280.00	1	\$280.00

Subtotal: **\$280.00**

ITC71, MMC - Additional Card Readers

Prepared by:	Prepared for:	Ship To:	Quote Information:
Ockers Technologies	Town of Middleton	Town of Middleton	Quote #: 013232
Greg Landry (508) 586-4642 Fax 508-584-9180 glandry@ockers.com	Middleton Municipal Complex 105 S. Main Street Middleton, MA 01949 Ilene Twiss (978) 774-6927 Ilene.Twiss@middletonma.gov	Middleton Municipal Complex 105 S. Main Street Middleton, MA 01949 Ilene Twiss (978) 774-6927 Ilene.Twiss@middletonma.gov	Version: 2 Delivery Date: 12/23/2025 Expiration Date: 11/20/2025

Quote Summary

Description	Amount
Hardware	\$8,217.03
Services	\$8,650.00
	Subtotal: \$16,867.03
	Shipping: \$280.00
	Total: \$17,147.03

Terms and Conditions

This quote is valid for thirty (30) days from the date of issue. Any payments not made within thirty (30) days of the date of the invoice shall be subject to a late payment charge of 1 ½% per month (compounded) on the unpaid balance of any amount then passed due. All products quoted are subject to availability.

Terms for Purchases are NET30 Days from date of invoice. All Services will be invoiced separately and are payable on receipt of Invoice. Any payments not made within thirty (30) days of the date of the invoice shall be subject to a late payment charge of 1½% per month (compounded) on the unpaid balance of any amount then passed due.

Binding Effect of Document:

This document when signed by the client and accepted by the Company shall constitute a binding contract for services described.

Suspension or Cancellation for Non- Payment:

The Company may forthwith suspend or cancel SAAS service upon a written notice if any payment is overdue, in addition to any other right or remedy it may have.

Assignability of Agreement:

Neither this agreement nor the Company's SAAS service are transferable without the Company's written consent.

Returns are allowed for 30 days. Non-defective returns must be unopened, and factory sealed. All merchandise must be returned with original packing, accessories, and instructions. A valid RMA number must be obtained from Ockers Company before a return is allowed. Note - Some manufacturers have special returns policies which may supersede the above.

Custom Orders are not Returnable.

Returns over the 30 days will be subject to the acceptance by the distributor or manufacturer and may require a restocking fee.

Ockers at its discretion may invoice product prior to delivery to client via a Bill and Hold (Transfer of Property) document if required. All stored product will be fully insured. This may occur via a Standard invoice or via a Bill and Hold

Customer responsible for any permit fee costs that may be required. Fees are determined by local municipality and will be billed accordingly.

** For EANS Purchases - Customer is responsible for payment of products and services if EANS order is not approved by the state.

Please email Purchase Order to confirm the order. Thank you.

Ockers Technologies

Signature: _____
Name: Greg Landry
Title: Senior Account Executive
Date: 12/23/2025

Town of Middleton

Signature: _____
Name: Ilene Twiss
Date: _____

Valley Communications Systems, Inc. – CHANGE ORDER / AMENDMENT 01

WHEREAS, the Town of Middleton (“Owner”) represented by Owner’s Project Manager, PCA360, entered into a contract (“Contract”) with Valley Communication Systems, Inc. (“the Vendor”) (collectively the “Parties”) for Audio-Visual Equipment Services in association with the Middleton Municipal Complex Project (“the Project”) on May 20, 2024, which was amended on December 19, 2025.

WHEREAS, pursuant to Section 27 of the Contract, the Owner is requesting the amendments as summarized herein in accordance with the provisions of that section;

WHEREAS, the detailed proposal and justification is summarized in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, effective as of December 19, the Parties wish to amend the Contract as summarized in this Change Order 01.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. To increase the Contract by **One Hundred Fifty-Four Thousand Two Hundred Fifty-Eight Dollars and Eighty-One Cents** as further described and justified in Valley Communication’s Proposals dated October 9, 2025, December 2, 2025, and December 15, 2025 attached hereto and incorporated herein.

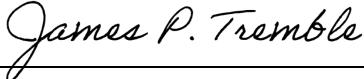
Fee for Basic Services	Original Contract	Previous Amendments	Amount of this Amendment	After this Amendment
Original Contract	\$271,737.88	\$0.00	\$0.00	\$271,737.88
Change Order / Amendment 01 VC Proposal # 114673, dated 10/9/25	\$0.00	\$0.00	\$107,314.47	\$379,052.35
Change Order / Amendment 01 VC Proposal # 113665, dated 12/2/2025	\$0.00	\$0.00	\$44,193.80	\$423,246.15
Change Order / Amendment 01 VC Proposal # 115611, dated 12/15/2025	\$0.00	\$0.00	\$2,750.44	\$425,996.59
Total Contract	\$271,737.88	\$0.00	\$154,258.71	\$425,996.59

2. The Project Schedule shall be from Start to Substantial Completion: Unchanged by this amendment, May 20, 2024 to January 30, 2026

3. This Amendment and incorporated attachments contain all additional terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding this amendment shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect. This amendment is for scope of work described as "Providing additional audiovisual enhancements within the Town Hall Building Multipurpose Room 107, Classroom 204, and Breakout Room 210, and providing and integrating a new 2-channel decoder within the PEG station equipment rack, and adding two Audio DN4 units to support the finalized system design", as outlined in Exhibit A.

IN WITNESS WHEREOF, the Parties have caused this amendment to be executed by their respective authorized officers.

VENDOR

Owner:	Valley Communications Systems, Inc.
Name (Signature):	James P. Tremble 
Title:	Director of Sales
Date:	12-19-2025

TOWN OF MIDDLETON

By executing this Agreement, the undersigned authorized signatory of Owner, who incurs no personal liability by reason of the execution hereof or anything herein contained, hereby certifies under penalties of perjury that this Contract is executed in accordance with a prior approval of the TOWN OF MIDDLETON.

Owner:	TOWN OF MIDDLETON
Name (Signature):	Brian Cresta
Title:	Selectboard Chair
Date:	

Town of Middleton – Finance Director – Sufficient funds available for this contract

Name (Signature):	Sarah Wood
Title:	Finance Director
Date:	

Town of Middleton – Town Counsel (legal) - Approved as to Form & Character

Name (Signature):	Elizabeth Lydon
Title:	Town Counsel - Mead, Talerman & Costa, LLC
Date:	

Middleton Municipal Complex - AV Broadcast Addition - Part 2 (VE Microphone Array) - 114673

Middleton MA, Town of

Middleton Municipal Complex - Public Safety Building
105 South Main Street
Middleton, MA 01949

Name: Sarah Wood
Title: Finance Director/Town Accountant
Phone: 978-777-4966
Email: sarah.wood@middletonma.gov



20 1st Ave.
Chicopee, MA 01020-4619
800-522-4136
www.valleycommunications.com

James P. Tremble
Director of Sales
A small square portrait photo of a man with dark hair and a beard, wearing a dark shirt.
413-374-2876
JamesT@valleycommunications.com

Definitions of terms used in this proposal are listed in the "Definitions and Abbreviations" section.

Valley Communications Systems, Inc. (VCS) is an approved MA State Contract OFF50 vendor. However, VCS does not support every category under the OFF50 contract. This proposal lands outside the OFF50 State contract and will remain competitively priced. When applicable, prevailing wage rates will be applied.

Executive Summary:

The Town of Middletown has requested Valley Communication Systems (VCS) to provide additional audiovisual enhancements within the Town Hall Building. This scope of work encompasses Multipurpose Room 107, Classroom 204, and Breakout Room 210.

VCS will furnish and install flush ceiling-mounted Dante condenser microphones in each designated space to capture participants across the rooms. VCS will supply and install new Cat6 cabling to support the newly provided ceiling-mounted microphones. Additionally, VCS will furnish and install cameras to provide high-quality video coverage focused on the front of each room, including the supply and installation of new RG6 and Cat6 cabling to support these camera systems.

All audio and video signals will be routed to the AV Closet (Room 207A), where VCS will supply and install new streaming media recorders. These recorders will serve as the centralized platform for recording and archiving sessions held within the respective spaces. Upon project completion, the Town of Middletown will have direct access to recorded content from these rooms, enabling flexible use for documentation, training, and public distribution.

This initiative reflects the Town's commitment to improving its audiovisual infrastructure while ensuring reliable, professional grade recording and content management capabilities.

1. Exclusions, Exceptions, Understandings, and Notes:

1.1. **Pricing and Market Volatility Notice:** Please be aware that VCS has modified our proposal validity to a shorter duration. Also, due to ongoing market volatility and the potential impact of tariffs, Valley Communication Systems, Inc. (VCS) cannot guarantee absorption of all cost increases related to these factors. While VCS will make every effort to mitigate minor price fluctuations, any significant increases will be communicated to the client as they arise. We recommend prompt issuance of a purchase order to secure pricing and reduce exposure to potential market-driven adjustments.

2. Additional Client Responsibilities:

- 2.1. One (1) 20-amp outlet at the equipment rack
- 2.2. Three (3) Network drops at the equipment
- 2.3. Building Access

3. Professional Services Included in this Proposal:

3.1. **Dedicated Support Team:** Our experienced support team is just a call or email away, ready to assist you with any inquiries or issues that may arise post-deployment.

3.2. Detailed Installation Documentation:

- 3.2.1. Floor Plan, RCP, Elevations, Flow, and other useful information that is required to coordinate with other trades and ensure proper system implementation.
- 3.2.2. Post-Installation system As-Built drawings ensure that you can service or update your system.

3.3. System Demonstration and Knowledge Transfer: We provide system demonstration sessions to keep your staff updated on the latest features and functionalities of your AV system. This empowers your team to leverage the full potential of the technology.

4. Professional Services NOT Included in this Proposal:

Please let your account manager know if you would like to discuss or get a proposal for one of the following services that are not currently included in the cost of this proposal:

4.1. Remote Monitoring: Our advanced remote monitoring system allows us to track the health and performance of your AV system in real-time. This proactive monitoring enables us to identify and resolve issues swiftly, often before you even notice them.

4.2. Software and Firmware Updates: We keep your AV system up-to-date with the latest software and firmware advice. Our system experts will read the release notes and communicate with the OEM to determine if a software or firmware update will address a specific issue or improve the stability or efficiency of your system. This ensures that you benefit from new features, enhanced security, and improved system stability without the risk of bringing a functional system down for no obvious benefit.

4.3. Customized Maintenance Plans: Tailored maintenance plans are available to suit your specific needs, ensuring that your AV system remains reliable and operates at peak efficiency over the long term.

Definitions and Abbreviations:

Definitions:

- **Equipment** - Devices specified in this Document and listed in the Bill of Materials (BOM), which may include hardware, software, and other components necessary for the system to function as intended.
- **Client/Owner** - The entity that will own, operate, or use the system after installation, as identified in this Proposal.
- **Others** - Any third-party contractor or service provider responsible for work not included in this Proposal, such as site preparation, cabling, or other infrastructure-related tasks.
- **Optional** - Not included as part of this proposal or response.
- **Proposal/Response/Document** - This document and any accompanying materials that outline the proposed solution, including pricing, statement of work, understandings, assumptions, exclusions, and other terms and conditions.
- **VCS or Valley** - [Valley Communications Systems, Inc.](#) or any subcontractors working on behalf of VCS.

NOTE: A permit will be applied for. It is expected that the fee will be waived. If not, the fee will be added to the final invoice.

Statement of Work:

Valley Communications Systems (VCS) will provide the equipment and professional services as defined in this proposal. The Client's responsibilities are detailed in the Executive Summary and further clarified in the standard terms section of this document.

The following sections outline the system's required functionality and technical parameters. Unless explicitly stated, no additional features or services should be assumed to be included as part of this proposal.

Unless otherwise noted, all items and systems described in this section are to be provided and installed by Valley Communications Systems (VCS).

Multipurpose Room 107

Audio-Visual:

VCS will provide and install two (2) ceiling-mounted pan-tilt-zoom (PTZ) cameras, including all required RG6 and Cat6 cabling, dedicated for local recording. The camera feeds will be routed to a streaming media recorder located in AV Equipment Room 207A. The recorder is equipped with internal storage, SD card support, and live streaming functionality, allowing for flexible recording, playback, and content distribution options.

VCS will furnish and install four (4) flush ceiling-mounted Dante microphones, including all required Cat6 cabling,

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dedicated for local recording functionality. Each microphone will be programmed with the visible status LEDs disabled to maintain a discreet installation. The programming will be optimized to minimize the number of Acoustic Echo Cancellation (AEC) channels consumed.

NOTE: Additional microphones were required to achieve adequate coverage. While this solution remains more cost-effective overall, there are some limitations. These are single-element Dante microphones, which means we cannot "turn off" unused lobes to reduce background noise, nor can we steer the pickup pattern toward specific coverage areas.

Classroom 204

Audio-Visual:

VCS will provide and install two (2) ceiling-mounted pan-tilt-zoom (PTZ) cameras, including all required RG6 and Cat6 cabling, dedicated for local recording. The camera feeds will be routed to a streaming media recorder located in AV Equipment Room 207A. The recorder is equipped with internal storage, SD card support, and live streaming functionality, allowing for flexible recording, playback, and content distribution options.

VCS will furnish and install three (3) flush ceiling-mounted Dante microphones, including all required Cat6 cabling, dedicated for local recording functionality. Each microphone will be programmed with the visible status LEDs disabled to maintain a discreet installation. The programming will be optimized to minimize the number of Acoustic Echo Cancellation (AEC) channels consumed.

NOTE: Additional microphones were required to achieve adequate coverage. While this solution remains more cost-effective overall, there are some limitations. These are single-element Dante microphones, which means we cannot "turn off" unused lobes to reduce background noise, nor can we steer the pickup pattern toward specific coverage areas.

Break Out Room 210

Audio-Visual:

VCS will provide and install one (1) ceiling-mounted pan-tilt-zoom (PTZ) , including all required RG6 and Cat6 cabling, dedicated to local recording. The camera feeds will be routed to a streaming media recorder located in AV Equipment Room 207A. The recorder is equipped with internal storage, SD card support, and live streaming functionality, allowing for flexible recording, playback, and content distribution options.

VCS will furnish and install one (1) flush ceiling-mounted Dante microphones, including all required Cat6 cabling, dedicated for local recording functionality. Each microphone will be programmed with the visible status LEDs disabled to maintain a discreet installation. The programming will be optimized to minimize the number of Acoustic Echo Cancellation (AEC) channels consumed.

User Interface Functionality:

- Camera Control:
 - Windows PC software for basic pan/tilt/zoom control
 - Web interface with live view
 - Cameras will also be connected to the Panasonic Broadcast controller

Networking:

VCS will provide and install the network components necessary for the proper operation of the audiovisual (AV) system. This includes network switches and related infrastructure.

Network Architecture: VCS typically recommends deploying an air-gapped AV control subnet to enhance system stability and security. In this configuration, the AV control system, video distribution, and streaming audio are isolated from the Client's primary network. For devices requiring network connectivity (e.g., video conferencing codecs, PCs, laptops, streaming devices, wireless presentation gateways), VCS recommends that the Client configure a dedicated VLAN on their existing network to segment AV traffic.

Power over Ethernet (PoE): Where specified, VCS will utilize Power over Ethernet (PoE) and Power over Ethernet Plus (PoE+) to power AV devices such as PTZ cameras, touch panels, and audio devices. VCS will ensure that the provided network switches have sufficient PoE/PoE+/PoE++ capacity to meet the power requirements of all connected devices. The Client is responsible for ensuring that their network infrastructure (if used for PoE) meets the necessary

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power delivery standards and capacity.

IP Traffic Management: VCS will configure the network switches to optimize AV traffic flow. This may include VLAN configuration (if within the AV subnet), Quality of Service (QoS) settings to prioritize time-sensitive AV data, and IGMP snooping to efficiently manage multicast streams (e.g., for AVoIP).

Cabling and Termination: Within equipment racks, VCS's preferred method for terminating Category cables is to use punch-down connectors on patch panels and then connect devices to the switches with flexible patch cables. However, some manufacturers specify direct connections between devices. In such cases (e.g., Sound Control Technologies), VCS will adhere to the manufacturer's cabling requirements.

List of devices that require a network connection to the Client network:

1. SMP 351 (x1)
2. SMP 351 (x2)

Power, Surge Protection, and UPS

Rack-Based Power and UPS: Within the equipment rack, VCS will provide and install a rack-mounted power distribution unit (PDU) with integrated surge protection to power and protect all rack-mounted AV components. Where backup power is required for AV control processors, DSPs, network switches, and other critical equipment, VCS will also provide a rack-mounted Uninterruptible Power Supply (UPS) sized appropriately for the connected load.

UPS units provided by VCS are intended to provide temporary backup power and orderly shutdown of critical AV systems during a brief power outage. They are not intended for long-duration support or full-room coverage.

Power Requirements and Coordination: All AV equipment shall be powered using 120V power circuits unless otherwise noted. It is the responsibility of others to provide the required dedicated electrical circuits at each equipment location, including wall-mounted displays, projectors, lecterns, and the AV equipment rack. Final circuiting should be coordinated with VCS and the project electrical contractor during the design and pre-installation phase.

Power Considerations and Exclusions: VCS assumes that all electrical infrastructure-conduit, junction boxes, and circuits-will be provided by others unless explicitly included in the AV scope.

Owner Furnished Equipment:

VCS assumes the following OFE is operational and available at the time of installation:

1. Netgear M4250-10G2f-POE+
2. Netgear M4250-26G4f-POE+
3. LEA CS84 (x2)
4. Tesira Forte DAN CI (x2)
5. A normally closed fire alarm and life safety contact closure to mute audiovisual devices in this system.

Services and Exceptions:

Services:

VCS is committed to providing the necessary installation services to implement the system(s) outlined in this Proposal. Labor costs have been calculated based on non-union rates, unless otherwise specified.

Beyond installation, additional services may encompass:

- Design, Engineering, and Drafting
- Control System and Audio DSP Programming
- Project Management
- User Training
- Delivery, Administrative, and Permit Fees

VCS acknowledges that the Client retains the right to access the intellectual property generated by VCS as outlined in this proposal.

Exceptions:

VCS will appropriately coordinate with others involved in work related to the installation of the system described in this Proposal. The following is a condensed list of responsibilities assigned to others, unless explicitly stated otherwise in this document (refer to "Client Responsibilities" for more details):

- All high voltage wiring (120V/240V)
- Telephone/Data work
- Modifications to millwork or custom tables
- Blocking for wall-mounted AV Equipment
- Removal or patching of fire stopping
- Painting, patching, or finishing of architectural surfaces
- HVAC, plumbing, sprinkler head, and lighting fixture relocation

TownHall: Multipurpose Room 107: Camera CAM1			Unit Price	Total Price
Audio-Visual				
	1	i-PRO WV-Q105A	Ceiling Mount Bracket	\$140.95
	1	Panasonic AW-UE20W	4K PTZ Camera with 3G-SDI, HDMI, IP & USB output; - White	\$1,800.67
Cables and Connectors				
	100	Belden 1695A-RG6-EA	75 Ohms SDI Coax, RG-6, 18 AWG Solid BC Conductor, 1000', FEP Insulation, Foil 95% Tinned Copper Braid Shield, PVC Jacket, CMP, Black - foot	\$4.23 **
	100	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **
	2	C-Tec2 CM-RG6M-BNC-EA	RG6 BNC Plugs for Plenum Single, Dual, Tri or Quad Shield formats	\$3.40
	2	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09
	2	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52
TownHall: Multipurpose Room 107: Camera CAM2			Unit Price	Total Price
Audio-Visual				
	1	i-PRO WV-Q105A	Ceiling Mount Bracket	\$140.95
	1	Panasonic AW-UE20W	4K PTZ Camera with 3G-SDI, HDMI, IP & USB output; - White	\$1,800.67

* Price Includes Accessories

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Valley Communications Systems

Page 5 of 17

Proposal No.

114673 - 1

Cables and Connectors

	100	Belden 1695A-RG6-EA	75 Ohms SDI Coax, RG-6, 18 AWG Solid BC Conductor, 1000', FEP Insulation, Foil 95% Tinned Copper Braid Shield, PVC Jacket, CMP, Black - foot	\$4.23 **	\$423.00
	100	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$49.00
	2	C-Tec2 CM-RG6M-BNC-EA	RG6 BNC Plugs for Plenum Single, Dual, Tri or Quad Shield formats	\$3.40	\$6.80
	2	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$8.18
	2	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$1.04

TownHall: Multipurpose Room 107: Ceiling Microphones CM

Unit Price Total Price

Ceiling Microphones					
	4	Audix M70WD	Flush-Mount Ceiling Microphone for The Audix Dante Aes67 Integrated Microphone System	\$650.62	\$2,602.48
	400	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$196.00
	8	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$32.72
	8	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$4.16

TownHall: Classroom 204: Camera CAM1

Unit Price Total Price

Audio-Visual					
	1	i-PRO WV-Q105A	Ceiling Mount Bracket	\$140.95	\$140.95
	1	Panasonic AW-UE20W	4K PTZ Camera with 3G-SDI, HDMI, IP & USB output; - White	\$1,800.67	\$1,800.67

Cables and Connectors

* Price Includes Accessories

** Rounded to the Nearest Whole Penny



Valley Communications Systems

Page 6 of 17

Proposal No.

114673 - 1

	100	Belden 1695A-RG6-EA	75 Ohms SDI Coax, RG-6, 18 AWG Solid BC Conductor, 1000', FEP Insulation, Foil 95% Tinned Copper Braid Shield, PVC Jacket, CMP, Black - foot	\$4.23 **	\$423.00
	100	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$49.00
	2	C-Tec2 CM-RG6M-BNC-EA	RG6 BNC Plugs for Plenum Single, Dual, Tri or Quad Shield formats	\$3.40	\$6.80
	2	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$8.18
	2	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$1.04

TownHall: Classroom 204: Camera CAM2

Unit Price Total Price

Audio-Visual			Unit Price	Total Price
	1	i-PRO WV-Q105A	Ceiling Mount Bracket	\$140.95
	1	Panasonic AW-UE20W	4K PTZ Camera with 3G-SDI, HDMI, IP & USB output; - White	\$1,800.67

Cables and Connectors

	100	Belden 1695A-RG6-EA	75 Ohms SDI Coax, RG-6, 18 AWG Solid BC Conductor, 1000', FEP Insulation, Foil 95% Tinned Copper Braid Shield, PVC Jacket, CMP, Black - foot	\$4.23 **	\$423.00
	100	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$49.00
	2	C-Tec2 CM-RG6M-BNC-EA	RG6 BNC Plugs for Plenum Single, Dual, Tri or Quad Shield formats	\$3.40	\$6.80
	2	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$8.18
	2	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$1.04

TownHall: Classroom 204: Ceiling Microphones CM

Unit Price Total Price

Ceiling Microphones

* Price Includes Accessories

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Valley Communications Systems

	3	Audix M70WD	Flush-Mount Ceiling Microphone for The Audix Dante Aes67 Integrated Microphone System	\$650.62	\$1,951.86
	300	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$147.00
	6	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$24.54
	6	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$3.12

TownHall: Break Out Room 210: Camera CAM1				Unit Price	Total Price
Audio-Visual					
	1	i-PRO WV-Q105A	Ceiling Mount Bracket	\$140.95	\$140.95
	1	Panasonic AW-UE20W	4K PTZ Camera with 3G-SDI, HDMI, IP & USB output; - White	\$1,800.67	\$1,800.67
Cables and Connectors					
	100	Belden 1695A-RG6-EA	75 Ohms SDI Coax, RG-6, 18 AWG Solid BC Conductor, 1000', FEP Insulation, Foil 95% Tinned Copper Braid Shield, PVC Jacket, CMP, Black - foot	\$4.23 **	\$423.00
	100	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$49.00
	2	C-Tec2 CM-RG6M-BNC-EA	RG6 BNC Plugs for Plenum Single, Dual, Tri or Quad Shield formats	\$3.40	\$6.80
	2	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$8.18
	2	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$1.04

TownHall: Break Out Room 210: Ceiling Microphones CM				Unit Price	Total Price
Ceiling Microphones					
	1	Audix M70WD	Flush-Mount Ceiling Microphone for The Audix Dante Aes67 Integrated Microphone System	\$650.62	\$650.62

* Price Includes Accessories

** Rounded to the Nearest Whole Penny



Valley Communications Systems

Page 8 of 17

Proposal No.

114673 - 1

	100	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 ^{**}	\$49.00
	2	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$8.18
	2	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$1.04

TownHall: AV Room 207A: Equipment Rack ER			Unit Price	Total Price	
Audio-Visual					
	5	AJA Video Systems Hi5-12G	12G-SDI to HDMI 2.0 Converters	\$974.03	\$4,870.15
	1	Biamp TesiraFORTE DAN CI	Digital audio server with 12 analog inputs and 8 analog outputs, and includes Acoustic Echo Cancellation (AEC) technology on all 12 inputs. It includes up to 8 channels of configurable USB audio and Dante digital audio networking.	\$3,377.19	\$3,377.19
	1	Extron SMP 351-80	H.264 Streaming Media Processor	\$4,008.23	\$4,008.23
	2	Extron SMP 352-400	H.264 Streaming Media Processor 400 GB SSD	\$5,633.57	\$11,267.14
Cables and Connectors					
	3	Comprehensive CAT6-14BLK	Cat6 550 Mhz Snagless Patch Cable 14ft Black	\$7.41	\$22.23
	5	Comprehensive HD-4K-15SP	Pro AV/IT Specialist Series™ High Speed 4K60 HDMI Cable 15ft	\$28.94	\$144.70
Networking					
	1	Netgear M4250-26G4F-POE+	Line Managed Switch - 24 Ports	\$1,255.73	\$1,255.73
Equipment Rack and Furniture					
	1	APC SMTL1500RM3UC	Smart-UPS Li-Ion, Short Depth 1500VA, 120V with SmartConnect - 3U Rack-mountable - 2.50 Hour Recharge - 2.10 Minute Stand-by - 120 VAC Input - 120 V AC Output - 6 x NEMA 5-15R	\$2,750.24	\$2,750.24

* Price Includes Accessories

** Rounded to the Nearest Whole Penny



Valley Communications Systems

Page 9 of 17

Proposal No.

114673 - 1

	1	Middle Atlantic BFD-45	[Included Accessory] - 45SP, Solid Front Door	\$0.00	\$0.00
	1	Middle Atlantic BGR-4527-AV	45 RU BGR Series Rack, 38 Inches Deep, Pre-Configured for Pro AV	\$3,852.88	\$3,852.88
	1	Middle Atlantic BSPN-45-27	[Included Accessory] - 45 RU Side Panels for 27 Inch Deep BGR Racks	\$0.00	\$0.00
	4	Middle Atlantic FWD-EB1	[Included Accessory] - Forward 1RU Tool-Less Blank Panel	\$0.00	\$0.00
	2	Middle Atlantic FWD-EB2	[Included Accessory] - Forward 2RU Tool-Less Blank Panel	\$0.00	\$0.00
	1	Middle Atlantic FWD-LACE-UMV-44-45	[Included Accessory] - Forward Universal Hole Pattern Vertical Lace, Fits 44 RU To 45 RU	\$0.00	\$0.00
	1	Middle Atlantic FWD-LACE-WB3-44-45	[Included Accessory] - Forward 3 Inch Wide Wire Grid Lace, Fits 44 RU To 45 RU	\$0.00	\$0.00
	1	Middle Atlantic FWD-LB-1A-4PK	[Included Accessory] - Forward Straight L Style Lace Bar - 4 Pack	\$0.00	\$0.00
	1	Middle Atlantic FWD-LB-2A-4PK	[Included Accessory] - Forward 2 Inch Offset L Style Lace Bar - 4 Pack	\$0.00	\$0.00
	2	Middle Atlantic FWD-SIDECLMP-4	[Included Accessory] - Forward Small Device Mounting Clamps, 4 Pack	\$0.00	\$0.00
	1	Middle Atlantic FWD-TSW-15	[Included Accessory] - Forward Hook & Loop Tie Saddles, 15 Pack	\$0.00	\$0.00
	1	Middle Atlantic HP	[Included Accessory] - 100 Pc. Black 10-32 Phillips Screws W/ Washers	\$0.00	\$0.00
	1	Middle Atlantic IBGR-276FT-FC	[Included Accessory] - 276 CFM Fan Top, with Controller 220 - 240VAC for BGR Series	\$0.00	\$0.00
	1	Middle Atlantic LF-HD	[Included Accessory] - Leveling Feet Heavy Duty	\$0.00	\$0.00
	2	Middle Atlantic LL-VC21	[Included Accessory] - Lever Lock Vertical Channel 17.1 Inches	\$0.00	\$0.00
	1	Middle Atlantic LL-VP2110	[Included Accessory] - Lever Lock Vertical Plate 17.1 Inches High, 10 Inches Wide	\$0.00	\$0.00

* Price Includes Accessories

** Rounded to the Nearest Whole Penny



Valley Communications Systems
Page 10 of 17

Proposal No.

114673 - 1

	2	Middle Atlantic TW12	[Included Accessory] - Cable Management Strap - 12 Piece	\$0.00	\$0.00
	3	Middle Atlantic U1V	1 Space Vented Utility Shelf, 10.4" Depth	\$70.13	\$210.39
	1	Middle Atlantic UD2	2 RU Utility Drawer	\$203.56	\$203.56
	2	Polygon Wire Management, Inc. 3105-25	VELCRO Brand Polytie Cable Fasteners, 5" pack of 25	\$13.44	\$26.88
	1	Polygon Wire Management, Inc. 3112-X-25	VELCRO Brand Polytie Cable Fasteners 12" - pack of 25	\$34.57	\$34.57
Misc. Hardware	1	Valley Rack Hdwe - 31RU & Over Core	Misc Core rack hardware for 31RU & over racks	\$296.81	\$296.81

Power, Surge Protection and UPS

	1	Middle Atlantic PDT-2020C-RN	PDT series corded power strip, 20 amp, 9' cord terminated, 20 outlet 2-stage surge/spike	\$413.02	\$413.02
	1	Middle Atlantic PDX-920R-SP	NEXSYS™ 9 Outlet, 20 Amp Rackmount Power with Series Surge Protection	\$1,040.50	\$1,040.50

Labor, Permits, and Fees

Unit Price Total Price

↓---Logistics---↓: Incoming Freight				
biamp.	1	Biamp Incoming Freight	Incoming Freight	\$111.75 \$111.75
	1	Valley Incoming Freight C	Incoming Freight	\$1,085.80 \$1,085.80

↓---Professional Services---↓: Professional Services and Fees

1	Valley JBEQ-C	Job Budgeted Equipment	\$1,855.00	\$1,855.00
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Project Summary

Equipment:	\$54,645.69
G&A:	\$1,031.78
Professional Services & Labor:	\$51,637.00
Grand Total:	\$107,314.47

Client:

Sarah Wood

 Brian Cresta, Select Board Chair

10/21/2025

Date

Contractor: Valley Communications Systems, Inc.

Date

Terms and Conditions

Payments (If NOT Amended Above)

30% Payable with signed Sales Agreement/Purchase Order, Future Payments per Progress Billing and/or Final Billing.

Quote is valid until: November 8, 2025 (30 Days Unless Another Agreement Is Made)

Please include a copy of this quote with your purchase order. Quote does not include taxes (if not listed above). Quote does not include permits or fees that may be required.

Client Responsibilities

Definitions & Abbreviations

Definitions

AV Equipment	Devices that display, project, distribute, process, amplify, capture, convert, or reproduce audio or video as described in this Proposal.
Client	Also “Owner,” The awarding authority, facility owner, end-user, or final recipient of the installed system as defined in this Proposal, or a representative thereof, or Others.
Others	A service provider or contractor responsible for work excluded in this Proposal or other applicable documentation.
Proposal	This document and the terms, conditions, and listed pricing for products or services, as well as exclusions, assumptions, responsibilities, or other written documentation.
User	A person who uses or operates AV Equipment.
VCS	Valley Communications Systems, Inc. or a licensed subcontractor.

* Price Includes Accessories

** Rounded to the Nearest Whole Penny



Valley Communications Systems

Page 12 of 17

Proposal No. 114673 - 1

Abbreviations

ALS	Assistive Listening System
BOM	Bill of Materials
DSP	Digital Signal Processor
EDID	Extended Display Identification Data
HDCP	High-bandwidth Definition Content Protection
LAN	Local Area Network
NB	Non-Billable
OEM	Original Equipment Manufacturer
OFE	Owner Furnished Equipment
PoE	Power over Ethernet (Defined in IEEE 802.3)
SOW	Statement of Work

Each item listed in this section is the responsibility of the Client. Any item in this section that is not addressed by the Client may delay project completion and will result in an increased cost for remobilization of VCS installation, configuration, programming, project management, or other personnel. Some items in this section, if not addressed by the Client, may result in damage to system AV Equipment or may place VCS or other personnel at risk of harm or bodily injury. The Client is responsible for all damages associated with not executing the responsibilities listed in this section.

1. General

- 1.1) The Client is responsible for providing a representative to act as the Owner's Project Manager ("OPM"). This OPM will coordinate the activities of internal Client departments and others as required for the successful completion of the project.
- 1.2) The Client is responsible for providing VCS personnel prompt and unrestricted access to work areas for the duration of the project.
- 1.3) The Client is responsible for providing an adequate and secure space as close to the work area as possible for storage of AV Equipment and tools throughout the installation.
- 1.4) The Client is responsible for providing and terminating the fire alarm relays and/or interconnects.
- 1.5) VCS may add a 2% surcharge for credit card purchases where permitted by law.

2. Network Configuration

- 2.1) Network configuration and setup for devices connected to the OFE network is the responsibility of the Client.
- 2.2) After the receipt of a purchase order, VCS will provide a list of devices requiring connection to, power from, or addressing on the OFE network. This list will include the device Manufacturer, Model Number, Serial Number, MAC address, installation location, and port number of the switch if applicable.
- 2.3) Devices connected to the OFE network will require IP addresses provided by the Client. Some devices may be able to operate in DHCP mode but reserved DHCP based on the device MAC address is preferred.
- 2.4) The Client will provide PoE to devices connected to the OFE network with ample power.

3. Software Installation and Configuration

- 3.1) If software or integrated hardware is required for the system specified in this Proposal to function as described, the Client is responsible for all installation and/or configuration of any such software or hardware on any OFE computer or electronic device not provided by VCS, including any such software or hardware provided by VCS for use on any OFE computer or electronic device not provided by VCS.

4. Intellectual Property Licensing

- 4.1) The Client is responsible for providing intellectual property such as logos, images, or any other content that may be

displayed, reproduced, or otherwise used on a permanent or semi-permanent basis as a part of the completed system. The Client is responsible for any licensing or usage fees for content used for these or any other purposes. The Client will release VCS of any licensing fees or responsibilities related to the use of any intellectual property as required for final system functionality or design as described in this document.

5. Structural Requirements

- 5.1) The physical characteristics of a space dramatically affect system effectiveness, and the AV Equipment in this Proposal has been specified with the understanding that the Client will provide a space with physical dimensions, structural vibration-free construction, acoustic qualities, lighting, and/or occupancy/capacity that will support the satisfactory performance of the specified AV Equipment.

6. Blocking

- 6.1) It is the responsibility of the Client to provide blocking to support suspended or wall-mounted AV Equipment specified in this Proposal before the installation of that AV Equipment. Upon request and after the receipt of a purchase order, VCS will provide blocking requirements and locations.

7. Removal of Existing Equipment

- 7.1) It is the responsibility of the Client to remove any hardware, OFE devices, or other impeding materials prior to the installation of this system. This includes (but is not limited to) pre-existing whiteboards, chalkboards, corkboards, posters, fire alarms, outlets, switches, conduits, or other items on the walls, ceiling, beams, or other structure that may block the installation of the AV Equipment as specified in this Proposal onto those surfaces or structures.

8. Electrical Power

- 8.1 The Client is responsible for high voltage power and wiring meeting all current applicable electric code standards. Upon request and after the receipt of a purchase order, VCS will provide power requirements as established by the OEM and locations of high- and low-voltage outlets.

9. Cable Pathways

- 9.1) The Client is responsible for providing existing cable pathways, which may include appropriately sized conduit, floor boxes, fishable walls, drop tile ceiling airspaces, cable ladders, or other pathways as described, implied, or otherwise required to connect devices as described in this Proposal: Any cable pathways not explicitly stated in this Proposal to be provided by VCS will be provided by the Client.

10. Existing Furniture

- 10.1) VCS Technicians will provide and use blankets to cover items that may be damaged by dust or debris during installation. However, VCS strongly urges the Client to remove furniture that may be damaged during installation from areas where installation may occur. If furniture or finish material such as trim or carpeting cannot be removed, VCS strongly urges the Client to cover that furniture or other finish material to protect it from dust or other installation debris. The Client will hold VCS harmless from damage caused by dust or other construction debris to furniture or finish material.

11. Patching and Painting

- 11.1) The Client is responsible for patching, painting, fire-safing, and/or any other repairs to walls, finish material including but not limited to trim and carpeting, required after installation.
- 11.2) The Client is responsible for the replacement or repair of ceiling tiles that might be damaged, marked, or repurposed during installation.

12. Use Limitations

- 12.1 The Client will limit the use of the specified AV Equipment to no more than the daily or lifetime use limits of those

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devices as established by the OEM and will provide temperature and humidity control required for maintaining environmental conditions within the environmental limits specified by the OEM. Use exceeding these limits may result in reduced performance or failure of those devices. VCS can provide available OEM-determined runtime and environmental limits of new AV Equipment specified in this Proposal if required.

13. Operation Personnel

- 13.1) The Client will provide operation personnel who will supervise, manipulate, configure, and/or otherwise operate the required system components as needed throughout the use of the system as described in this Proposal.

14. Assistive Listening

- 14.1) Unless specifically included in this Proposal, the Client will provide an assistive listening system meeting the Americans with Disabilities Act (ADA) Section 219.2 that will be used alongside the audio system specified in this Proposal. Section 219.2 of the ADA states: In each assembly area equipped with audio amplification where audible communication is integral to the use of the assembly area, an assistive listening system is required. If an individual goes to an assembly area, asks for an assistive listening system and one is not provided, that individual can file a complaint with the Department of Justice. The Department of Justice then may file a lawsuit. If the owner of the venue is found to be non-compliant, civil penalties are often applied. The Department of Justice issued a Final Rule that adjusts civil penalties ranging from \$55,000 to \$150,000.

15. System Modification

- 15.1) The Client, representatives of the Client, or any other actors excluding VCS, will not manipulate the system or system components to modify or disassemble, or alter any system device configuration, in any way other than as specifically described in this Proposal. In the event of any such manipulations, the Client will release VCS of any system functionality, reliability, or warranty responsibilities. VCS can restore the system to the originally specified state for an additional cost if requested after such unapproved modifications.

16. Change Orders

- 16.1) VCS recommends that the Client set aside a reserve of up to 10% of the total project cost for potential complications in the implementation of the proposed system. Each change order will be billable and may result in an increased cost unless otherwise prohibited by law. Any potential situation requiring additional or alternate equipment outlined in this document is not to be misconstrued as a comprehensive list of all possible reasons for a change order, as there is always the possibility of other unforeseen reasons for requiring a change order.

17. Restocking Fees

- 17.1) All returns are considered a change order and are subject to a restocking fee and shipping charge. Shipping will be included at the time of invoice.

18. Mounting Hardware

- 18.1) Hardware required to attach, mount, connect, or otherwise install the AV Equipment specified in this Proposal is included as required for the given surfaces and/or structures to which the specified hardware must mount, provided the characteristics of these surfaces and/or structures have been given to VCS by the Client OR if those surfaces and/or structures have been independently evaluated by VCS. In the event that the characteristics of these structures or surfaces were unavailable for evaluation, or were misconstrued, miscommunicated, not communicated, or otherwise unknown or unknowable, VCS has made a good faith effort to estimate likely hardware requirements.
- 18.2) If any unforeseen or unaccounted for site conditions or circumstances arise that have a material impact on system function or installation, additional hardware and/or professional services and labor charges will be provided at an additional cost to the Client through a change order.
- 18.3) If additional hardware and/or labor is determined to be necessary in the professional judgment of VCS for a successful, reliable, or safe installation, or if such additional hardware is necessary to meet the requirements as

determined by local building codes or inspection authorities, VCS will provide those services or AV Equipment at an additional cost to the Client through a change order.

19. Discontinued Items

- 19.1) If by the time a purchase order is received, any of the specified AV Equipment is discontinued or no longer available, VCS will inform the Client of the discontinued items and will make every attempt to provide alternate AV Equipment with the same functionality at the same cost as those discontinued items. However, in the case that no similar cost AV Equipment is available with comparable functionality, VCS will inform the Client of potential options for replacement AV Equipment at a different cost and/or altered functionality through a change order.

20. System Additions or Modifications

- 20.1) Any additions or modifications to the requested features, functions, or AV Equipment of the proposed system as described in this Proposal will result in a change order.

21. Owner Furnished Equipment (OFE)

- 21.1) Due to many possible issues, including but not limited to the equipment being beyond expected end-of-life, or having previously been damaged by normal wear and tear, hazardous environmental conditions, use in excess of OEM recommendation, alteration, user negligence, misuse, short- or long-term removal and/or storage, transportation from the original installation site, or any activity that would otherwise void the OEM warranty, OFE may not continue to function satisfactorily after being moved, modified, adjusted, or after existing inter-device connections have been added or removed.
- 21.2) Any OFE devices that VCS has specified to integrate into the system as described in this Proposal will not be guaranteed to retain any functionality after integration into the proposed system regardless of any initial functionality verification.
- 21.3) VCS can facilitate the replacement or repair of OFE devices upon discovery of malfunction for an additional cost through a change order.
- 21.4) Replacement of any malfunctioning OFE device that is designated for reuse in the system specified in this Proposal may add substantial time to the duration of the project and may delay project completion, in addition to an increase in total project cost to the Client, if that equipment is required for a complete and functional system. If that equipment is not required for a complete and functional system, VCS will inform the Client that the equipment can be removed from the system as originally designed, although removal of that equipment may reduce the available features or limit system function.
- 21.5) In addition to any OFE devices removed or uninstalled as part of the services specified in this Proposal, VCS may remove or uninstall additional OFE devices if those devices must be removed or uninstalled to allow for the installation of equipment as described in this Proposal. Functionality originally provided by removed or uninstalled equipment will not be retained unless that functionality is specifically stated as included in this Proposal.
- 21.6) VCS will return any removed or uninstalled OFE devices to the Client.
- 21.7) VCS can take any unused equipment and dispose of it for an additional cost through a change order if requested.

22. Severability

- 22.1) The Client is responsible for reading and understanding this Proposal. By returning a signed copy of this Proposal, the Client is stating that this Proposal has been read and understood in its entirety and that the Client accepts and agrees to the proposed system, features, functionality, and Client responsibilities stated herein, and that the Client understands any additions or changes to this system and/or the available features may result in an increase in cost. By signing this Proposal, the Client agrees that if any part of this Proposal is declared unenforceable or invalid, the remainder will continue to be valid and enforceable.
- 22.2) Any responsibility of the Client listed in any section of this Proposal shall be considered valid regardless of an omission of that responsibility from any other section of this Proposal, including the "Client Responsibilities" section.
- 22.3) In the case of discrepancy between equipment, features, limitations, or services as described or listed in the

Executive Summary section of and any other section of this Proposal, the section(s) other than the Executive Summary of this Proposal shall be deemed correct.

23. Warranty

- 23.1) VCS warrants against defects in the workmanship provided by VCS as it pertains to the scope of work included in this Proposal. VCS will provide all necessary labor required to identify and repair or replace any defects in workmanship for the period of one year from the date of installation. This warranty does not cover damage or system malfunction caused by normal wear and tear, hazardous environmental conditions, use exceeding the equipment manufacturer's recommended limits, alteration of the system or any of its parts or interconnections, effects of peripheral devices connected to the system that were not a part of the original design and/or were not provided or installed by VCS, user negligence, misuse, or acts of God. Labor and repair related to identifying issues that are not covered by this warranty will be billable at the current time and materials rate. The manufacturer's warranty (begins when VCS orders the equipment) governs equipment repair or replacement. VCS facilitates repair or replacement of equipment covered by a manufacturer warranty for 30 days from the date of installation. After this 30-day period, VCS will facilitate repairs/replacements for the current time and material(s) rate, plus any applicable shipping cost(s). Any equipment repair or replacement not covered by a manufacturer's warranty will be billable as time and materials.

24. Sales Tax

- 24.1) Sales Tax is included unless stated otherwise or if this proposal is being presented to one of the following: a contractor that has provided VCS with a reseller certificate, a government entity, or a non-profit organization that has provided VCS with a tax exemption certificate.

State Contracts: OFF50, ITC71, ITT72 (MA) 19PSX0015, B-05-019 (CT) | State Licenses: 7189-C (MA) C5-192407 (CT) TSC-46 (RI) | Affirmative Action / EOE

JPT ALY
1B-1.7 Report
100625

Middleton - Flint Library - Uninstall PEG - 113665

Middleton MA, Town of

Middleton Municipal Complex
105 South Main Street
Middleton, MA 01949

Name: Adam Stone
Title: Society of Broadcast Engineers
Phone: 978 210-6916
Email: adamstonemedia@gmail.com



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COMMUNICATIONS SYSTEMS

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800-522-4136
www.valleycommunications.com

James P. Tremble

Director of Sales



413-374-2876

JamesT@valleycommunications.com

Definitions of terms used in this proposal are listed in the "Definitions and Abbreviations" section.

Executive Summary:

The Town of Middleton has requested a relocation of the existing Public, Educational, and Government (PEG) access station equipment to support new operational requirements within the updated municipal facility layout. VCS proposes a comprehensive relocation of the PEG station equipment rack to the designated new building location, ensuring continuity of PEG broadcast operations while aligning system infrastructure with the Town's current and future needs.

As part of this relocation, VCS will provide and integrate a new 2-channel decoder within the PEG station equipment rack. This device will expand the station's ability to receive and process video feeds from remote municipal sources with improved reliability and routing options. Additionally, VCS will furnish and install one (1) new encoder in the Town Hall equipment rack located in Room 207A. This encoder will serve as the primary transport mechanism for delivering video content from Room 207A to the PEG station equipment rack located in the Public Safety building over owner furnished network infrastructure. VCS will be providing and installing a new 30-port managed POE network switch to replace the switch that is currently located within the PEG station equipment rack. This will allow for future upgrades all well as management of IP traffic.

Together, these updates will enhance system interoperability, streamline content distribution, and ensure the Town of Middleton maintains a robust and future-ready PEG broadcast workflow that aligns with current industry standards and operational expectations.

1. Exclusions, Exceptions, Understandings, and Notes:

1.1. Pricing and Market Volatility Notice: Please be aware that VCS has modified our proposal validity to a shorter duration. Also, due to ongoing market volatility and the potential impact of tariffs, Valley Communication Systems, Inc. (VCS) cannot guarantee absorption of all cost increases related to these factors. While VCS will make every effort to mitigate minor price fluctuations, any significant increases will be communicated to the client as they arise. We recommend prompt issuance of a purchase order to secure pricing and reduce exposure to potential market-driven adjustments.

2. Additional Client Responsibilities:

- 2.1. Verizon and Comcast are responsible for moving their equipment to new building location.
- 2.2. The Client is responsible for ensuring that existing PEG station equipment is available and in good working order at the time of install.

3. Professional Services Included in this Proposal:

- 3.1. Dedicated Support Team:** Our experienced support team is just a call or email away, ready to assist you with any inquiries or issues that may arise post-deployment.
- 3.2. Detailed Installation Documentation:**
 - 3.2.1. Flow, BTU production, Power consumption, and other useful information that is required to coordinate with other trades and ensure proper system implementation.

Statement of Work:

Valley Communications Systems (VCS) will provide the equipment and professional services as defined in this proposal. The Client's responsibilities are detailed in the Executive Summary and further clarified in the standard terms section of this document.

The following sections outline the system's required functionality and technical parameters. Unless explicitly stated, no additional features or services should be assumed to be included as part of this proposal.

Unless otherwise noted, all items and systems described in this section are to be provided and installed by Valley Communications Systems (VCS).

PEG Station

Audio-Visual:

Switching is accomplished with a new video distribution system to route video and audio signals from source devices (e.g., laptops, Blu-ray players) to destination devices (e.g., displays, projectors). This system will be implemented using:

1. **AVoIP Network:** An AVoIP network uses encoders to convert video and audio into a digital format for transmission over the network, and decoders to convert it back at the displays. VCS will provide a number of AVoIP encoders and decoders that comprise the audio-visual distribution system. The system programming and user interface will determine the availability of a particular source at a particular destination. This system will allow:
 - a. Any source to be shown on any display. This is known as matrix switching.

Source Devices:

1. Haivision Encoder (SDI) (EDID: 1080p)

Destination Devices: Some of the display devices may rely on scaling built into the video distribution system to match different displays so that they present similar looking content or content that is appropriately sized to read at a greater distance. The "Resolution" listed next to the display device below may be a native resolution or a scaled resolution.

1. Haivision Decoder 1 (SDI #1) (Resolution: 1080p)
2. Haivision Decoder 1 (SDI #2) (Resolution: 1080p)
3. OFE Haivision Decoder 2 (SDI #1) (Resolution: 1080p)
4. OFE Haivision Decoder 2 (SDI #2) (Resolution: 1080p)

Networking:

VCS will provide and install the network components necessary for the proper operation of the audiovisual (AV) system. This includes network switches and related infrastructure.

Haivision Support:

VCS will provide Haivision's support which includes:

- Access to Haivision Support Portal
- Online case submission
- Eligible for all optional support add-ons
- 2-business hours first response time
- 24/7 critical issue phone support (severity 1 or 2)
- Advanced hardware replacement (Shipped same day when RMA is processed by 2:00pm Eastern)
- Access to general availability software and security updates
- Access to software update assistance, and eligibility for advanced access to latest software updates
- Annual subscription to Electronic Program Guide (EPG) service

Network Architecture: VCS typically recommends deploying an air-gapped AV control subnet to enhance system stability and security. In this configuration, the AV control system, video distribution, and streaming audio are isolated from the Client's primary network. For devices requiring network connectivity (e.g., video conferencing codecs, PCs, laptops, streaming devices, wireless presentation gateways), VCS recommends that the Client configure a dedicated VLAN on their existing network to segment AV traffic.

IP Traffic Management: The end-user will be responsible for configuring the network switches to optimize AV traffic flow. This may include VLAN configuration (if within the AV subnet), Quality of Service (QoS) settings to prioritize time-sensitive AV data, and IGMP snooping to efficiently manage multicast streams (e.g., for AVoIP).

Cabling and Termination: Within equipment racks, VCS's preferred method for terminating Category cables is to use punch-down connectors on patch panels and then connect devices to the switches with flexible patch cables. However,

* Price Includes Accessories

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some manufacturers specify direct connections between devices. In such cases (e.g., Sound Control Technologies), VCS will adhere to the manufacturer's cabling requirements.

Equipment Rack and Furniture:

VCS will decommission, transport, and reinstall the existing 22-rack-unit (RU) equipment rack at the designated new building location. As part of this process, VCS will perform a full rack cleanup, including cable organization and updated labeling to ensure a clear and maintainable system layout.

In addition, VCS will integrate the new hardware specified in the Bill of Materials (BOM), including appropriate blank panels, cable-management components, and all required accessories. The rack will be fully assembled, updated, and re-wired on-site to align with current best practices and support long-term operational reliability.

Any change to the rack location, shared use of the rack, or late additions of third-party equipment may result in a change order to address increased labor, hardware needs, or design rework.

Power Requirements and Coordination: All AV equipment shall be powered using 120V power circuits unless otherwise noted. It is the responsibility of others to provide the required dedicated electrical circuits at each equipment location, including wall-mounted displays, projectors, lecterns, and the AV equipment rack. Final circuiting should be coordinated with VCS and the project electrical contractor during the design and pre-installation phase.

Power Considerations and Exclusions: VCS assumes that all electrical infrastructure—conduit, junction boxes, and circuits—will be provided by others unless explicitly included in the AV scope.

Owner Furnished Equipment:

VCS assumes the following OFE is operational and available at the time of installation:

1. PEG Station Equipment
2. (2) 120v 20amp circuits

Services and Exceptions:

Services:

VCS is committed to providing the necessary installation services to implement the system(s) outlined in this Proposal. Labor costs have been calculated based on non-union rates, unless otherwise specified.

Beyond installation, additional services may encompass:

- Design, Engineering, and Drafting
- Control System and Audio DSP Programming
- Project Management
- User Training
- Delivery, Administrative, and Permit Fees

VCS acknowledges that the Client retains the right to access the intellectual property generated by VCS as outlined in this proposal.

Exceptions:

VCS will appropriately coordinate with others involved in work related to the installation of the system described in this Proposal. The following is a condensed list of responsibilities assigned to others, unless explicitly stated otherwise in this document (refer to "Client Responsibilities" for more details):

- All high voltage wiring (120V/240V)
- Telephone/Data work
- Modifications to millwork or custom tables
- Blocking for wall-mounted AV Equipment
- Removal or patching of fire stopping
- Painting, patching, or finishing of architectural surfaces
- HVAC, plumbing, sprinkler head, and lighting fixture relocation

Public Safety Building-Peg Station: Equipment Rack ER			Unit Price	Total Price
Audio-Visual: Audio-Visual				
	1	Extron RSB 129	Basic Rack Shelf for 9.5" Deep Products	\$58.50
	1	Haivision M-PREM-SUPP-1	1-YR Premium Support - Active Manufacturer Support for Firmware Updates, Diagnostics, and Hardware Replacement.	\$3,797.50
	1	Haivision S-292D-HD2	MAKITO X DUAL DECODER	\$7,186.67
	1	Netgear M4250-26G4F-POE+	Line Managed Switch - 24 Ports	\$1,255.73
Cables, Hardware, and JBEQ				
	5	Comprehensive BB-C-3GSDI-6	High Definition 3G-SDI BNC to BNC Cable 6FT	\$19.89
	1	Comprehensive CAT6-14BLK	Cat6 550 Mhz Snagless Patch Cable 14ft Black	\$8.09
	3	Comprehensive CAT6-7BLK	Cat6 550 Mhz Snagless Patch Cable 7ft Black	\$5.15
	1	Valley JBEQ-C	Job Budgeted Equipment	\$1,275.00
Networking				
	1	Netgear AGM731F	Managed Fiber GBIC Module for Layer 3 Managed Switches, 1000Mbps Fiber SX with LC Connectors. multimode connectors	\$129.12
Town Hall Building-Room 207A: Equipment Rack ER			Unit Price	Total Price
Audio-Visual: Audio-Visual				
	1	Extron RSB 129	Basic Rack Shelf for 9.5" Deep Products	\$58.50
	1	Haivision S-292E-HDSDI2	Makito X2 SDI Encoder Appliance	\$13,066.67
Cables, Hardware, and JBEQ				
	1	Comprehensive BB-C-3GSDI-6	High Definition 3G-SDI BNC to BNC Cable 6FT	\$19.89

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Valley Communications Systems

Page 4 of 11

Proposal No.

113665 - 6

	1	Comprehensive CAT6-7BLK	Cat6 550 Mhz Snagless Patch Cable 7ft Black	\$5.15	\$5.15
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Networking

	1	Netgear AGM731F	Managed Fiber GBIC Module for Layer 3 Managed Switches, 1000Mbps Fiber SX with LC Connectors. multimode connectors	\$129.12	\$129.12
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Labor, Permits, and Fees

Unit Price Total Price

Cables, Hardware, and JBEQ

1	Valley JBEQ-1	Job Budgeted Equipment	\$312.50	\$312.50
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↓---Logistics---↓: Incoming Freight

1	Valley Incoming Freight C	Incoming Freight	\$502.36	\$502.36
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↓---Logistics---↓: Lifts and Specialty Rentals

	1	Valley Box Truck	Box Truck	\$650.00	\$650.00
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Project Summary

Equipment:	\$28,569.70
G&A:	\$453.63
Professional Services & Labor:	\$15,170.47
Grand Total:	\$44,193.80

Client: **Adam Stone**

Date

Contractor: **Valley Communications Systems, Inc.**

Date

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Valley Communications Systems

Page 5 of 11

Proposal No.

113665 - 6

Terms and Conditions

Payments (If NOT Amended Above)

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1. General

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Valley Communications Systems

Page 6 of 11

Proposal No.

113665 - 6

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- 3.1) If software or integrated hardware is required for the system specified in this Proposal to function as described, the Client is responsible for all installation and/or configuration of any such software or hardware on any OFE computer or electronic device not provided by VCS, including any such software or hardware provided by VCS for use on any OFE computer or electronic device not provided by VCS.

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- 4.1) The Client is responsible for providing intellectual property such as logos, images, or any other content that may be displayed, reproduced, or otherwise used on a permanent or semi-permanent basis as a part of the completed system. The Client is responsible for any licensing or usage fees for content used for these or any other purposes. The Client will release VCS of any licensing fees or responsibilities related to the use of any intellectual property as required for final system functionality or design as described in this document.

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- 5.1) The physical characteristics of a space dramatically affect system effectiveness, and the AV Equipment in this Proposal has been specified with the understanding that the Client will provide a space with physical dimensions, structural vibration-free construction, acoustic qualities, lighting, and/or occupancy/capacity that will support the satisfactory performance of the specified AV Equipment.

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- 14.1) Unless specifically included in this Proposal, the Client will provide an assistive listening system meeting the Americans with Disabilities Act (ADA) Section 219.2 that will be used alongside the audio system specified in this Proposal. Section 219.2 of the ADA states: In each assembly area equipped with audio amplification where audible communication is integral to the use of the assembly area, an assistive listening system is required. If an individual goes to an assembly area, asks for an assistive listening system and one is not provided, that individual can file a complaint with the Department of Justice. The Department of Justice then may file a lawsuit. If the owner of the venue is found to be non-compliant, civil penalties are often applied. The Department of Justice issued a Final Rule that adjusts civil penalties ranging from \$55,000 to \$150,000.

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- 15.1) The Client, representatives of the Client, or any other actors excluding VCS, will not manipulate the system or system components to modify or disassemble, or alter any system device configuration, in any way other than as

specifically described in this Proposal. In the event of any such manipulations, the Client will release VCS of any system functionality, reliability, or warranty responsibilities. VCS can restore the system to the originally specified state for an additional cost if requested after such unapproved modifications.

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- 16.1) VCS recommends that the Client set aside a reserve of up to 10% of the total project cost for potential complications in the implementation of the proposed system. Each change order will be billable and may result in an increased cost unless otherwise prohibited by law. Any potential situation requiring additional or alternate equipment outlined in this document is not to be misconstrued as a comprehensive list of all possible reasons for a change order, as there is always the possibility of other unforeseen reasons for requiring a change order.

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- 17.1) All returns are considered a change order and are subject to a restocking fee and shipping charge. Shipping will be included at the time of invoice.

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- 18.1) Hardware required to attach, mount, connect, or otherwise install the AV Equipment specified in this Proposal is included as required for the given surfaces and/or structures to which the specified hardware must mount, provided the characteristics of these surfaces and/or structures have been given to VCS by the Client OR if those surfaces and/or structures have been independently evaluated by VCS. In the event that the characteristics of these structures or surfaces were unavailable for evaluation, or were misconstrued, miscommunicated, not communicated, or otherwise unknown or unknowable, VCS has made a good faith effort to estimate likely hardware requirements.
- 18.2) If any unforeseen or unaccounted for site conditions or circumstances arise that have a material impact on system function or installation, additional hardware and/or professional services and labor charges will be provided at an additional cost to the Client through a change order.
- 18.3) If additional hardware and/or labor is determined to be necessary in the professional judgment of VCS for a successful, reliable, or safe installation, or if such additional hardware is necessary to meet the requirements as determined by local building codes or inspection authorities, VCS will provide those services or AV Equipment at an additional cost to the Client through a change order.

19. Discontinued Items

- 19.1) If by the time a purchase order is received, any of the specified AV Equipment is discontinued or no longer available, VCS will inform the Client of the discontinued items and will make every attempt to provide alternate AV Equipment with the same functionality at the same cost as those discontinued items. However, in the case that no similar cost AV Equipment is available with comparable functionality, VCS will inform the Client of potential options for replacement AV Equipment at a different cost and/or altered functionality through a change order.

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- 20.1) Any additions or modifications to the requested features, functions, or AV Equipment of the proposed system as described in this Proposal will result in a change order.

21. Owner Furnished Equipment (OFE)

- 21.1) Due to many possible issues, including but not limited to the equipment being beyond expected end-of-life, or having previously been damaged by normal wear and tear, hazardous environmental conditions, use in excess of OEM recommendation, alteration, user negligence, misuse, short- or long-term removal and/or storage, transportation from the original installation site, or any activity that would otherwise void the OEM warranty, OFE may not continue to function satisfactorily after being moved, modified, adjusted, or after existing inter-device connections have been added or removed.
- 21.2) Any OFE devices that VCS has specified to integrate into the system as described in this Proposal will not be

guaranteed to retain any functionality after integration into the proposed system regardless of any initial functionality verification.

- 21.3) VCS can facilitate the replacement or repair of OFE devices upon discovery of malfunction for an additional cost through a change order.
- 21.4) Replacement of any malfunctioning OFE device that is designated for reuse in the system specified in this Proposal may add substantial time to the duration of the project and may delay project completion, in addition to an increase in total project cost to the Client, if that equipment is required for a complete and functional system. If that equipment is not required for a complete and functional system, VCS will inform the Client that the equipment can be removed from the system as originally designed, although removal of that equipment may reduce the available features or limit system function.
- 21.5) In addition to any OFE devices removed or uninstalled as part of the services specified in this Proposal, VCS may remove or uninstall additional OFE devices if those devices must be removed or uninstalled to allow for the installation of equipment as described in this Proposal. Functionality originally provided by removed or uninstalled equipment will not be retained unless that functionality is specifically stated as included in this Proposal.
- 21.6) VCS will return any removed or uninstalled OFE devices to the Client.
- 21.7) VCS can take any unused equipment and dispose of it for an additional cost through a change order if requested.

22. Severability

- 22.1) The Client is responsible for reading and understanding this Proposal. By returning a signed copy of this Proposal, the Client is stating that this Proposal has been read and understood in its entirety and that the Client accepts and agrees to the proposed system, features, functionality, and Client responsibilities stated herein, and that the Client understands any additions or changes to this system and/or the available features may result in an increase in cost. By signing this Proposal, the Client agrees that if any part of this Proposal is declared unenforceable or invalid, the remainder will continue to be valid and enforceable.
- 22.2) Any responsibility of the Client listed in any section of this Proposal shall be considered valid regardless of an omission of that responsibility from any other section of this Proposal, including the "Client Responsibilities" section.
- 22.3) In the case of discrepancy between equipment, features, limitations, or services as described or listed in the Executive Summary section of and any other section of this Proposal, the section(s) other than the Executive Summary of this Proposal shall be deemed correct.

23. Warranty

- 23.1) VCS warrants against defects in the workmanship provided by VCS as it pertains to the scope of work included in this Proposal. VCS will provide all necessary labor required to identify and repair or replace any defects in workmanship for the period of one year from the date of installation. This warranty does not cover damage or system malfunction caused by normal wear and tear, hazardous environmental conditions, use exceeding the equipment manufacturer's recommended limits, alteration of the system or any of its parts or interconnections, effects of peripheral devices connected to the system that were not a part of the original design and/or were not provided or installed by VCS, user negligence, misuse, or acts of God. Labor and repair related to identifying issues that are not covered by this warranty will be billable at the current time and materials rate. The manufacturer's warranty (begins when VCS orders the equipment) governs equipment repair or replacement. VCS facilitates repair or replacement of equipment covered by a manufacturer warranty for 30 days from the date of installation. After this 30-day period, VCS will facilitate repairs/replacements for the current time and material(s) rate, plus any applicable shipping cost(s). Any equipment repair or replacement not covered by a manufacturer's warranty will be billable as time and materials.

24. Sales Tax

- 24.1) Sales Tax is included unless stated otherwise or if this proposal is being presented to one of the following: a contractor that has provided VCS with a reseller certificate, a government entity, or a non-profit organization that has provided VCS with a tax exemption certificate.

Middleton Municipal Complex - AV Broadcast Addition - Part 2 (VE Microphone Array) - CCO - Adding Dante Boxes - 115611

Middleton MA, Town of

Middleton Municipal Complex - Public
Safety Building
105 South Main Street
Middleton, MA 01949

Name:
Title:
Phone:
Email:



VALLEY
COMMUNICATIONS SYSTEMS

20 1st Ave.
Chicopee, MA 01020-4619
800-522-4136
www.valleycommunications.com

James P. Tremble

Director of Sales



413-374-2876

JamesT@valleycommunications.com

Definitions of terms used in this proposal are listed in the "Definitions and Abbreviations" section.

Executive Summary:

As part of the final engineering validation, it was determined that the value-engineered microphone solution selected to reduce overall project cost for rooms 107, 204, and 210, will require adding two Audio DN4 units to support the finalized system design.

Please approve this change order so the required hardware can be procured.

Building-Floor-Room: Equipment Rack ER	Unit Price	Total Price
Audio-Visual: Audio-Visual		
2  Audix DN4	4-Channel, Analog-Microphone-to-Dante (or AES67) Interface	\$945.20
Cables and Hardware		
2  Comprehensive CAT6-10GRN	Cat6 550 Mhz Snagless Patch Cable 10ft Green	\$6.67
Labor, Permits, and Fees		
---Logistics---: Incoming Freight		
1 Valley Incoming Freight C	Incoming Freight	\$23.80
		\$23.80

Project Summary

Equipment:	\$1,927.54
G&A:	\$76.16
Professional Services & Labor:	\$746.74
Grand Total:	\$2,750.44

Client:

Date

Contractor: **Valley Communications Systems, Inc.**

Date

Joe G discovered we need the Dante boxes with Adam, James requested to try and send it as a CCO to the customer. Sending to D-Tools and to follow sales approval process.

Terms and Conditions

Payments (If NOT Amended Above)

30% Payable with signed Sales Agreement/Purchase Order, Future Payments per Progress Billing and/or Final Billing.

Quote is valid until: January 14, 2026 (30 Days Unless Another Agreement Is Made)

Please include a copy of this quote with your purchase order. Quote does not include taxes (if not listed above). Quote does not include permits or fees that may be required.

Client Responsibilities

Definitions & Abbreviations

Definitions

AV Equipment	Devices that display, project, distribute, process, amplify, capture, convert, or reproduce audio or video as described in this Proposal.
Client	Also “Owner,” The awarding authority, facility owner, end-user, or final recipient of the installed system as defined in this Proposal, or a representative thereof, or Others.
Others	A service provider or contractor responsible for work excluded in this Proposal or other applicable documentation.
Proposal	This document and the terms, conditions, and listed pricing for products or services, as well as exclusions, assumptions, responsibilities, or other written documentation.
User	A person who uses or operates AV Equipment.

Abbreviations

ALS	Assistive Listening System
BOM	Bill of Materials
DSP	Digital Signal Processor
EDID	Extended Display Identification Data
HDCP	High-bandwidth Definition Content Protection
LAN	Local Area Network
NB	Non-Billable
OEM	Original Equipment Manufacturer
OFE	Owner Furnished Equipment
PoE	Power over Ethernet (Defined in IEEE 802.3)
SOW	Statement of Work

Each item listed in this section is the responsibility of the Client. Any item in this section that is not addressed by the Client may delay project completion and will result in an increased cost for remobilization of VCS installation, configuration, programming, project management, or other personnel. Some items in this section, if not addressed by the Client, may result in damage to system AV Equipment or may place VCS or other personnel at risk of harm or bodily injury. The Client is responsible for all damages associated with not executing the responsibilities listed in this section.

1. General

- 1.1) The Client is responsible for providing a representative to act as the Owner's Project Manager ("OPM"). This OPM will coordinate the activities of internal Client departments and others as required for the successful completion of the project.
- 1.2) The Client is responsible for providing VCS personnel prompt and unrestricted access to work areas for the duration of the project.
- 1.3) The Client is responsible for providing an adequate and secure space as close to the work area as possible for storage of AV Equipment and tools throughout the installation.
- 1.4) The Client is responsible for providing and terminating the fire alarm relays and/or interconnects.
- 1.5) VCS may add a 2% surcharge for credit card purchases where permitted by law.

2. Network Configuration

- 2.1) Network configuration and setup for devices connected to the OFE network is the responsibility of the Client.
- 2.2) After the receipt of a purchase order, VCS will provide a list of devices requiring connection to, power from, or addressing on the OFE network. This list will include the device Manufacturer, Model Number, Serial Number, MAC address, installation location, and port number of the switch if applicable.
- 2.3) Devices connected to the OFE network will require IP addresses provided by the Client. Some devices may be able to operate in DHCP mode but reserved DHCP based on the device MAC address is preferred.
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24.1) Sales Tax is included unless stated otherwise or if this proposal is being presented to one of the following: a contractor that has provided VCS with a reseller certificate, a government entity, or a non-profit organization that has provided VCS with a tax exemption certificate.

State Contracts: OFF50, ITC71, ITT72 (MA) 19PSX0015, B-05-019 (CT) | State Licenses: 7189-C (MA) C5-192407 (CT) TSC-46 (RI) | Affirmative Action / EOE

JPT ALY
1B-1.7 Report
121025



Town of Middleton Procurement Card Policy and Procedure

Purpose

The Town of Middleton has established a procurement card program. This program allows the designated users to make purchases by phone, online or in person and relieve employees of the financial burden on paying for the work-related expenses themselves and subsequently seeking reimbursement. The purpose of these cards is principally for the use in purchase of lodging, transportation and travel expenses and conference registration costs. These cards may also be used when they are the only form of payment acceptable to the vendor.

The procurement cards are to be used solely to purchase goods and services for the Town of Middleton.

The purpose of this policy and procedures is to establish guidelines to govern the issuance and use of procurement cards.

The school department and electric light department are excluded from the use of the procurement card program.

Policy

It is the policy of the Town of Middleton to allow the issuance and use of procurement cards to Department Heads. Procurement cards are to be issued at the discretion of the Finance Director in accordance with this policy.

All purchases must be budgeted, allowable, and an approved Town purchase.

The Treasurer will be the Custodian of the Procurement Card program. This includes the reconciling of expenses to Leader Bank before payment and maintenance of issued cards including reissuance of lost cards.

The Procurement Card is a “corporate” charge card that will not affect the Department Head’s personal credit, however, it is the Department Head’s responsibility to ensure that the card is used within stated guidelines of the Procurement Card Policy, as well as applicable state law and the Town of Middleton Policies and Procedures relating to the expenditure of the Town of Middleton funds.

Violations of the Procurement Card Policy must be reported to the Finance Director, Treasurer, and Town Administrator.

Failure to comply with program guidelines will result in permanent revocation of the card and notification of the situation to management. Misuse of the card will subject the Department Head to disciplinary action in accordance with the disciplinary actions stated within the Town of Middleton Employee Handbook.

Procedures

All cards will be distributed by the Finance Director. It is the Finance Directors discretion to allow/rescind use of the procurement cards. Department heads will be required to complete the Procurement Card Agreement (see Attachment 1).

The Department Head is responsible for the security of the Procurement Card and the transactions made with said card. All precautions shall be used to maintain confidentiality of the account number and

expiration date. In the event a card is lost/stolen, the employee shall immediately notify the Treasurer/Collector and Finance Director so that the appropriate action can occur.

The Town will utilize the Ramp online portal for tracking all purchases. Department heads are responsible for attaching receipts to the purchases within the portal or phone app.

On a monthly basis, department heads are responsible for completing the Procurement Card Processing Form to allocate the purchases to their budgetary line items and submit to the Accounting Department for processing.

The Treasurer/Collector will receive the purchase card statement monthly and reconcile charges to the Ramp Portal. Any discrepancies will need to be resolved immediately. The statement will be paid within 25 days of receipt in full as to avoid any and all fees/penalties.

Use of Procurement Cards

Allowable Uses:

- Reservation and payment of travel arrangements
- Conference registrations that are required to be done on the internet and cannot be invoiced
- Payment for goods/services via the internet that cannot be invoiced
- Payment for goods/services from a vendor that does not accept other forms of payment

Prohibited Uses (including but not limited to):

- Personal charges
- Cash advances
- Alcoholic beverages
- Entertainment of any kind

Only an authorized cardholder may use a procurement card.

At the time of the transaction, the department head must tell the supplier/merchant that the purchase will be made using the Procurement Card issued through the Town of Middleton and inform the merchant that the purchase is tax exempt. If needed, the Town of Middleton tax exempt number will be provided to the card holder.

Food or restaurant receipts must be itemized and detailed with the reason for the purchase. Restaurant receipts must include a detailed slip of the food served, along with the signed transaction receipt. Alcoholic beverages may not be charged to the procurement card.

User must not exceed the \$2,000 purchasing limit assigned to the procurement card in a given month.

The Procurement Card **must not** be used for items which are expressly prohibited via Town of Middleton Policies and Procedures.

ATTACHMENT I

TOWN OF MIDDLETON DEPARTMENT HEAD PROCUREMENT CARD AGREEMENT

The Town of Middleton is pleased to present you with the Procurement Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect town assets.

I, _____, hereby acknowledge receipt of a Town of Middleton Visa Procurement Card, No., _____, initially established with a \$2,000.00 monthly limit. As a Department Head, I agree to comply with the terms and conditions of this Agreement and the Town of Middleton Procurement Card Policy.

I acknowledge receipt of a copy of this Agreement and a copy of the Town of Middleton Procurement Card Policy and confirm that I have read and understand their terms and conditions. I understand that the Town of Middleton is liable to Ramp, Leader Bank and Visa for all Town of Middleton charges. I agree to use this card in accordance with the Town of Middleton Procurement Card Policy and only for Town of Middleton approved purchases and agree not to charge personal purchases. I understand that the Town of Middleton will audit the use of this card and report discrepancies.

I further understand that improper use of this card or other violation of the Town of Middleton Procurement Card Policy may result in disciplinary action, up to and including suspension or termination of employment. Should I fail to use this card properly, I authorize the Town of Middleton, to the fullest extent allowed by law, to deduct from my salary an amount equal to the total of the discrepancy. I also agree to allow the Town of Middleton to collect any amounts owed by me even if the Town of Middleton no longer employs me.

I understand that the Town of Middleton may terminate my right to use this card at any time for any reason. I agree to return the card to the Town of Middleton immediately upon request or upon termination of employment.

Department Head: Signature: _____ Date: _____

Department Head: Print name: _____ Date: _____

Treasurer: Signature: _____ Date: _____

FINANCE USE ONLY	Initial	Date
Card Returned		