

**LEGAL NOTICE
REQUEST FOR PROPOSALS
MANCHESTER PUBLIC SCHOOLS
TOWN OF MANCHESTER, CONNECTICUT**

RFP #015-003

Manchester Public Schools will receive proposals in the Office of the Assistant to the Superintendent, Finance and Management, 45 North School Street, Manchester, Connecticut 06042 on the date and time listed below for the following:

Student Locker Installation at Iling Middle School

Proposals will be accepted until Monday, December 29, 2014, at 1:30 p.m.

The right is reserved to reject any and all proposals. Specifications and forms may be obtained from our website www.mpspride.org or:

Manchester Public Schools
Office of the Assistant to the Superintendent,
Finance and Management
45 North School Street
Manchester, Connecticut 06042

during regular office hours between 8:00 a.m. and 4:00 p.m. or by calling (860) 647-3445.

There will be an optional walkthrough on Monday, December 15, 2014, at 1:00 p.m. Please call 860-647-3445 to schedule your appearance.

Manchester Public Schools is an equal opportunity employer and requires affirmative action policy for all of its contractors and vendors as a condition of doing business with the school district, as per Federal Order 11246.

Patricia F. Brooks
Manchester Public Schools
Assistant to the Superintendent
Finance and Management

INSTRUCTIONS TO PROPOSERS

These instructions are standard for all proposals issued by Manchester Public Schools, Manchester, CT, where a vendor is to furnish professional services, labor, materials and/or necessary equipment to complete a proposal as outlined in our detailed specifications. Manchester Public Schools (MPS) may delete, supersede or modify any of these standard instructions for a particular proposal.

- 1.0 The attached proposal is signed by the bidder with full knowledge of an agreement with the general specifications, conditions and requirements of this Proposal.
- 1.1 Submit two (2) copies of the Proposal in an envelope marked with the Proposer's name and address on the upper left hand corner. Proposal shall be made out in the exact form of the enclosed Proposal Form on proposer's letterhead and shall be signed by an officer of the company or corporation. **Proposals are to plainly marked in the lower left hand corner with bid number, name of project, opening date and time.**
- 1.2 Bids received later than the date and time specified will not be considered. Amendments to or withdrawals of proposals received later than the date and time set for proposal opening will not be considered.
- 1.3 All deliveries of commodities shall comply with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by MPS are exempt from the payment of Federal Excise Taxes and the State of Connecticut Sales Tax and such taxes must not be included in the bid prices. All prices are FOB to Manchester, CT.
- 1.4 MPS reserves the right to reject any and all bids, to waive technical defects, and to make such awards including accepting a proposal, although not the low proposal, as it is deemed to be in the best interest of MPS.
- 1.5 MPS may withhold acceptance of work and payment when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until work is to MPS official and/or authorized agent's satisfaction, and all work is certified.
- 1.6 MPS may make such investigation as deemed necessary to determine the ability of the bidder to discharge his contract. The bidder shall furnish MPS with all such information and data as may be required for this purpose. MPS reserves the right to reject any bid if the bidder fails to satisfactorily convince MPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the work called for herein. Conditional bids will not be accepted.
- 1.7 ALL MEASUREMENTS ARE THE RESPONSIBILITY OF THE PROPOSER.
- 2.0 Specifications cannot be modified by anyone other than the assigned agent for MPS.
- 2.1 Successful bidder is responsible for obtaining all necessary building permits as required by State and Town authorities. Cost for permits is waived for work done on school property.

- 2.2 Successful Proposer shall, after being awarded the contract, and before doing any work, furnish Certificates of Insurance, including Automobile Property Damage Liability, Public Liability and Workers Compensation Insurance in the amounts shown in APPENDIX A.

The contractor shall carry insurance under which Manchester Public Schools and the Town of Manchester, CT, shall be named as an additional insured for the duration of this work.

All Liability Insurance required herein shall be Comprehensive, General and Automobile Bodily Injury and Property Damage Policy or Policies.

Certificate of Contractor Liability shall be filed with the owner before work is started and contain a ten (10) day written notice of cancellation clause.

- 2.3 During construction the Contractor will keep the site clean and orderly at all times. Upon completion of the work called for, the contractor shall remove from the premises all rubbish, tools, equipment and the like, leaving said premises in a clean, safe and orderly condition.
- 2.4 All work done under this proposal must comply with all State and Town codes and licensed tradesmen will be used where applicable.
- 2.5 Payments for labor and material will only be made upon installation. No payments will be made for material stored on the site.
- 2.6 The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Request for Proposal.
- 2.7 All work must be scheduled during normal MPS working hours.
- 2.8 The Contractor shall and does hereby, as part of the contract, guarantee all materials and workmanship to be of first quality and that the finished work will remain in satisfactory condition for a period of one (1) year from the date of final acceptance of work performed or as specified in the proposal. The date of acceptance is considered to be the date of final payment for the work involved.
- 2.9 The Contractor shall be required to submit the AFFIRMATIVE ACTION STATEMENT, APPENDIX B, with their completed proposal package. The successful Contractor shall comply in all respects with the Equal Employment Opportunity Act. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations will be sufficient reason for revocation or cancellation of this contract.
- 2.10 The contractor shall be required to complete the CONTRACTOR INDEMNIFICATION, APPENDIX C, with their completed proposal package.
- 2.11 Each proposal must be accompanied by a bid bond or certified check payable to Manchester Public Schools for ten percent of the total proposal. The bond must be furnished by a surety company satisfactory to MPS and must be a corporate surety

licensed to sign surety bonds in the State of Connecticut. The Town of Manchester and Manchester Public Schools will not be liable for any interest on any certified check submitted. Cashiers' checks made payable to Manchester Public Schools will be accepted.

- 3.0 Code Requirements: Contractors should be aware that all Public Schools are required by State and Federal regulations to comply with all laws pertaining to asbestos containing building materials (ACBM) in their schools.

It is required that any design professional and/or contractor that enters into a contractual agreement with MPS pertaining to building renovations or additions shall ensure that all building materials specified and/or to be installed are of a non-asbestos material. In order to verify this, the owner requires the successful contractor to submit Material Safety Data Sheets (MSDS) detailing the building material.

All contractors/design professionals are encouraged to inspect the AHERA Asbestos Management Plan prior to commencing any work. Any questions regarding ACBM or this requirement should be addressed to the owner's Asbestos Management Planner.

Any asbestos encountered in construction shall be brought to the owner's attention prior to continuation of work. Removal will be done in accordance with all Federal, State and local laws and regulations.

- 3.1 Disabilities Code Requirements: In order to meet the needs of persons with disabilities, when applicable all items shall comply with the current Connecticut Basic Building Code including ICC/ANSI A 117.1-1998, Section 504 Rehabilitation Act 1973 including the Uniform Federal Accessibility Standards (UFA) and 504 Regulations, and the Americans with Disabilities Act Title II including Americans with Disabilities Act Accessibility Guidelines (ADAAG) and ADA Regulations.

Compliance with the current Connecticut Fire Safety Code and current OSHA – Title 29/Labor is also required when applicable. Contractor must provide proof of having attended OSHA 10 hour Construction Standard Training course for any projects over \$100,000 (effective July 2007).

The "items" shall include, but are not limited to; fixtures, furnishings, equipment, workstations (including built-ins), playground equipment, laboratory fume hoods, darkroom equipment, welding stations, shop equipment, etc.

- 3.2 There shall be no smoking or other use of tobacco products in any school building at any time, nor on school grounds during normal school hours. Proper attire is to be worn at all times. Contractor's personnel shall use extreme caution while driving motor vehicles on school property.
- 3.3 The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his right, title or interest therein, or of his obligations thereunder, without consent of MPS.

- 3.4 Hold Harmless: The Contractor/Insured shall indemnify and hold harmless the owner and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by the owner, arising out of or resulting from the performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the Contractor/Insured, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.
- 3.5 Prevailing Wage Rates: The wages paid on an hourly basis to any mechanic, laborer or workman employed upon the work herein contracted to be done and the amount of payment of contribution paid or payable on behalf of each such employee to any employee welfare fund defined in subsection (h) of this section (31-53 of the General Statutes,) shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such employee to any such employees' welfare fund shall pay to each employee as of his wages the amount of payment or contribution for his classification on each payday.

Upon the award of any contract subject to the provisions of this section, the Contractor to whom such contract is awarded shall certify, under oath to the Labor Commissioner, the pay scale to be used by such contractor and any of his subcontractors for work to be performed under such contract. The Contractor shall fully comply with all provisions of Public Act 93-392 including weekly submission of certified payrolls accompanied by a Compliance Statement and shall be subject to such sanctions mandated for violations of said Public Act.

The provisions of this section shall not apply where the total cost of all work to be performed by ALL Contractors and Subcontractors in connection with new construction of any public works project is less than Four Hundred thousand dollars or where the total cost of all work to be performed by ALL Contractors and Subcontractors in connection with any remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project is less than ONE HUNDRED thousand dollars.

NOTICE TO ALL CONTRACTORS, BUILDERS AND HOMEOWNERS

Please pay particular attention to the following list of inspections. Requirements will be strictly adhered to.

Pursuant to Section 113.0 of the State of Connecticut Basic Building code, the following inspections **are required** by the Manchester Building Department:

1. Site inspection – before permit is issued.
2. When footing forms are in place and before concrete is placed.
3. When foundation forms are in place and before concrete is placed.
4. After foundation is erected, waterproofed and footing drains installed.
 - a. ***Before construction above foundation is started two “As Built” foundation location plans must be filed with the Building Department.
5. When forms for structural slabs, panels or columns are in place and before concrete is placed.
6. Fireplace when the top of the smoke chamber is reached.
7. 1st roof/felt/ice and water shield (nailing shall be at 6 nails per shingle including new construction.)
8. Rough inspections:
 - Plumbing before any piping is concealed.
 - (Complete duct work and plumbing shall be installed before electrical wiring is started.)
 - Heating pipes and/or ducts before they are concealed.
 - Electrical before any wiring is concealed.
 - Framing before any interior wall covering is applied.
 - Insulation before drywall.
9. Final inspections when all construction details and utility installations re: complete and house numbers, as designated by the Engineering Department, are installed.
10. Other inspections which may be requested by the building or contractor and/or required by the building official or his designee.
11. The permit holder or his agent shall notify the building official when the work is ready for inspections, **giving not less than seventy-two (72) hours notice.**
12. **Inspection for issuance of Certificates of occupancy requires a 10 day prior notification to the Building Department.**

NOTE: Complete duct work and plumbing shall be installed before electrical wiring is started.

APPENDIX A

INSURANCE REQUIREMENTS

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverage of Insurance Services Office (ISO) policies, forms and endorsements.
- B. If the Contractor/Insured has self-insured retentions or deductibles under any of the following minimum required coverage, the Contractor/Insured must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be the Contractor/Insured's sole responsibility.
- C. Commercial General Liability: The Contractor/Insured will maintain commercial general liability insurance covering all operations by or on behalf of the Contractor/Insured on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:

Minimum Limits: \$1,000,000 each occurrence
 \$2,000,000 each occurrence if blasting is required
 \$2,000,000 general aggregate with dedicated limits per
 Project site
 \$2,000,000 products and completed operations aggregate
 \$1,000,000 personal and advertising injury.

Should blasting be required, all necessary permits for the use of explosives shall be obtained by the contractor/insured or insured from the Fire Marshal.

- D. Automobile Liability: The Contractor/Insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.
- E. Worker's Compensation: The contractor/insured will maintain workers' compensation and employer's liability insurance.

Minimum Limits: Worker's compensation: statutory limit
 Employer's Liability: \$1,000,000 bodily injury or each accident
 \$1,000,000 bodily injury by disease for each employee
 \$1,000,000 bodily injury disease aggregate

- F. Umbrella/Excess Liability: The contractor/insured will maintain umbrella/excess liability insurance on an occurrence basis of the underlying commercial general liability, auto liability and workers' compensation insurance. The coverage shall be at least as broad as each of the underlying policies. The amounts of insurance required may be satisfied by purchased coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limit specified for general liability, auto liability and workers' compensation when added to the limit specified in this section.

Minimum Limits: \$5,000,000 combined single limit and aggregate limit.

APPENDIX B

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

TO: All Vendors

FROM: Patricia F. Brooks, Assistant to the Superintendent,
Finance and Management

SUBJECT: Affirmative Action

Manchester Public Schools is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to:

Patricia F. Brooks
Assistant to the Superintendent
Finance and Management

STATEMENT OF POLICY

It is the employment policy of _____
that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

Date

Signed (Name/Title of Company Officer)

Telephone

Street Address

Fax

City/State/Zip Code

APPENDIX C

CONTRACTOR INDEMNIFICATION

The contractor shall at all times indemnify and save harmless Manchester Public Schools and its officers, agents and/or employees against any and all claims, demands, losses, judgments, costs, worker's compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death) or damage to property alleged to have been sustained by:

- a. officials, officers, agents and/or employees of MPS or;
- b. the contractor, his subcontractors or delivery persons or;
- c. any other person whose injuries are alleged to have occurred on or near the work, or to have been caused in whole or in part by the acts, omissions or neglect of the contractor or his subcontractor or delivery persons by reason of his/her or their use of faulty, defective or unsuitable work.

The existence of insurance shall in no way limit the scope of this indemnification. The contractor further undertakes to reimburse MPS for damage to property of MPS caused by the contractor, or his employees, agents, subcontractors or delivery persons, or by faulty, defective or unsuitable material or equipment used by him or them.

STATE OF CONNECTICUT:

COUNTY OF: _____

Signed _____
Contractor

By _____
Name

Street

City/State/Zip Code

Date

Subscribed and Sworn to before me on this

_____ day of _____ 20____

Notary Public

APPENDIX D**NOTICE TO ALL CONTRACTORS, BUILDERS AND HOMEOWNERS**

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1. Site inspection – before permit is issued.
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3. When foundation forms are in place and before concrete is placed.
4. After foundation is erected, waterproofed and footing drains installed.
- 4a. ***Before construction above foundation is started two “As Built” foundation location plans must be filed with the Building Department.
5. When forms for structural slabs, panels or columns are in place and before concrete is placed.
6. Fireplace when the top of the smoke chamber is reached.
7. 1st roof/felt/ice and water shield (nailing shall be at 6 nails per shingle including new construction.)
8. **Rough inspections:**
Plumbing before any piping is concealed.
(Complete duct work and plumbing shall be installed before electrical wiring is started.)
Heating pipes and/or ducts before they are concealed.
Electrical before any wiring is concealed.
Framing before any interior wall covering is applied.
Insulation before drywall.
9. Final inspections when all construction details and utility installations re: complete and house numbers, as designated by the Engineering Department, are installed.
10. Other inspections which may be requested by the building or contractor and/or required by the building official or his designee.
11. The permit holder or his agent shall notify the building official when the work is ready for inspections, **giving not less than seventy-two (72) hours notice.**
12. Inspection for issuance of Certificates of occupancy requires a 10 day prior notification to the Building Department.

NOTE: Complete duct work and plumbing shall be installed before electrical wiring is started.

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

SPECIFICATIONS FOR METAL LOCKERS

PART 1- GENERAL

1.1 RELATED DOCUMENTS:

All of the following are hereby made a part of this document:

1. Instructions to Bidders
2. Appendix "A", Insurance Requirements,
3. Appendix "B", Affirmative Action & Statement of Policy
4. Appendix "C", Contractor Indemnification

1.2 SCOPE:

Furnish and install one hundred seven (107) new steel, nine (9") inch wide by fifteen (15") inch deep by sixty (60") inch tall, lockers, including:

- a. attached number plates,
- b. accessories and finish metal trim, painted to match the lockers, as shown or indicated on approved drawings, to include:
 1. sloped metal tops
 2. angled end caps where indicated
 3. spacers to fill voids between end of locker row and adjacent wall
 4. four (4) inch metal closed bases

1.2.1 SUBMITTALS:

Shop Drawings: Submit drawings showing locker types, sizes and quantities, including all necessary details relating to anchoring, trim installation and relationship to adjacent surfaces.

Numbering: The locker numbering sequence shall be provided by the approving authority and noted on the approved drawings returned to the locker contractor.

Color Charts: Provide color charts showing manufacturer's available colors.

1.2.2 EVALUATION CRITERIA AND SELECTION:

Proposals will be reviewed and evaluated based upon the following factors:

- A. Experience
- B. References
- C. Competitiveness of Price Proposal

1.3 QUALITY ASSURANCE:

1.3.1 UNIFORMITY: Provide each type of metal locker as produced by a single manufacturer, including necessary accessories, fittings and fasteners.

1.3.2 JOB CONDITIONS: Lockers shall be delivered to the job site fully assembled and ready to be installed. Installation shall be arranged in advance at times when building is unoccupied. Lockers shall be delivered in such quantities that ALL lockers delivered to the site must be installed. Any lockers not **fully installed** by the end of the work shift must be removed from the building and returned for the next scheduled work shift. **UNSECURED/UNASSEMBLED LOCKERS MAY NOT BE LEFT ON SITE.**

PART 2- PRODUCTS

2.1 MANUFACTURER:

Republic Storage Systems, LLC.

Products by other manufacturers may be approved provided they meet the detailed specifications written below. Approval procedure shall be as specified in the General Conditions of these locker specifications.

2.2 LOCKERS:

Style: Single tier

Size: 9" x 15" x 60"

Color: TO BE SELECTED

No. of Locker Openings: 107

2.3 FABRICATION - GENERAL:

2.3.1 MATERIAL: All major steel parts shall be made of mild cold rolled steel, free from imperfections and capable of taking a high grade enamel finish.

-ALTERNATE: Specified locker components shall be manufactured from Galvannealed steel and finished by manufacturer's standard process.

2.3.2 FINISH: Surfaces of the steel shall be thoroughly cleaned and phosphatized in a seven-stage process. All parts shall then be finished with a heavy coat of enamel baked on at 300 degrees for 30 minutes.

2.3.3 CONSTRUCTION: Lockers shall be built on the unit principle - each locker shall have an individual door and frame, an individual top, bottom, back and shelves with common intermediate uprights separating units.

2.3.4 DOOR FRAMES: Door frames shall be 16 gauge formed into 1" wide face channel shapes with a continuous vertical door strike, integral with the frame on both sides of the door opening. Double, triple or four tier locker cross frame members shall be 16 gauge channel shaped securely welded to vertical framing members to ensure a square and rigid assembly. Intermediate cross frame members are not required on box lockers.

2.3.5 DOORS: Shall be 16 gauge or 18 gauge steel for short or narrow doors as required by manufacturer's design, formed with a full channel shape on the lock side to fully conceal the lock bar, channel formation on the hinge side and right angle formation across the top and bottom. Doors for Standard Box Lockers 3, 4, 5 and 6 openings high are 16 or 18 gauge steel and shall be formed with right angle flanges on all four sides. Locker doors shall be ventilated by louvers on the face of each door, top and bottom.

2.3.6 PRE- LOCKING DEVICE: All lockers shall be equipped with a positive automatic pre-locking device, whereby the locker may be locked while door is open and then closed without unlocking and without damaging locking mechanism.

2.3.7 LATCHING: Latching shall be a one-piece, pre-lubricated spring steel latch, completely contained within the lock bar under tension to provide rattle-free operation. The lock bar shall be of pre-coated, double-channel steel construction. The lock bar shall be securely contained in the door channel by self-lubricating polyethylene guides that isolate the lock bar from metal-to-metal contact with the door. There shall be three latching points for lockers over 42" in height. The lock bar travel is limited by contacting resilient high-quality elastomeric cushioning devices concealed inside the lock bar. Frame hooks to accept latching shall be of heavy gauge steel, set close in and welded to the door frame. Continuous vertical door strike shall protect frame hooks from door slam damage. A soft rubber silencer shall be securely installed on each frame hook to absorb the impact caused by closing of the door. Box locker doors shall be equipped with a padlock hasp and a stainless steel strike plate with an integral handle pull.

2.3.8 HANDLES: A non-protruding 14 gauge lifting trigger and slide plate shall transfer the lifting force for actuating the lock bar when opening the door. The exposed portion of the lifting trigger shall be encased in a molded ABS thermoplastic cover that provides isolation from metal-to-metal contact and be contained in a formed 20 gauge stainless steel recessed pocket. This stainless steel pocket shall contain a recessed area for the various lock types available and a mounting area for the number plate.

2.3.9 HINGES: Hinges shall be 2" high, 5-knuckle, full loop, tight pin style, securely welded to frame and double riveted to the inside of the door flange. Doors shall have three hinges.

2.3.10 BODY: The body of the locker consists of 24 gauge upright sheets, backs, tops, bottoms and shelves. Tops, bottoms and shelves are flanged on all four sides; backs are flanged on two sides. Uprights shall be offset at the front and flanged at the rear to provide a double lapped rear corner. All bolts and nuts shall be zinc plated.

2.3.11 INTERIOR EQUIPMENT: Single tier lockers shall have one hat/book shelf. All single, double and triple tier lockers shall have one single prong rear hook and two single prong wall hooks in each compartment. All hooks shall be made of steel, formed with ball points, zinc-plated and attached with two bolts or rivets.

2.3.12 NUMBER PLATES: Each locker shall have a polished aluminum number plate with black numerals not less than 1/2" high. Plates shall be attached with rivets to the lower surface within the recessed handle pocket. Numbers shall run consecutively beginning with 1335 and ending with 1441.

2.3.13 COLOR: Doors and exposed body parts to be finished in colors selected from Republic's collection of twenty-five colors. Non-exposed body parts are finished in #83 Decorator Tan.

2.3.14 ASSEMBLY: Assembly of all locker components shall be accomplished by the use of zinc plated, low round head, slotless, fin neck machine screws with hex nuts, producing a strong mechanical connection.

-OPTION: Keps nuts and bolts or rivets may be used for assembly.

PART 3 - EXECUTION

3.1 **INSTALLATION:** Lockers must be installed in accordance with manufacturer's approved drawings and assembly instructions. Installation shall be level and plumb with flush surfaces and rigid attachment to anchoring surfaces. Space fasteners at 36" O.C. or less, as recommended by manufacturer. Use fasteners appropriate to load and anchoring substratum. Use reinforcing plates wherever fasteners could distort metal. Various trim accessories where shown, such as sloping tops, fillers, bases, recessed trim, etc., shall be installed using concealed fasteners. Flush, hairline joints are provided at all abutting trim parts and at adjoining surfaces.

ALL work shall be accomplished during NON-SCHOOL hours, week days from 4:00 pm to 11:00 pm excluding holidays, weekends, and any day school is cancelled due to weather. Arrangements can be made to allow work during times/days when buildings are otherwise closed, HOWEVER, contractor shall agree to reimburse The Manchester Public Schools for cost of providing overtime coverage.

3.2 **ADJUSTMENT:** Upon completion of installation, inspect lockers and adjust as necessary for proper door and locking mechanism operation. Touch up scratches and abrasions with factory-supplied paint to match original finish.

NOTE: For user safety, all lockers must be securely anchored to the wall prior to being left unattended.



