

Parma Town Board meeting held on Tuesday, September 16, 2014 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

Supervisor	James Smith
Councilperson	Gary Comardo
Councilperson	James Roose
Councilperson	Tina Brown
Councilperson	Kyle Mullen
Highway Supt.	Brian Speer
Director of Parks and Recreation	Tom Venniuro
Building and Development Coordinator	Dennis Scibetta

OTHERS IN ATTENDANCE

Helen Ives, Carol Kluth, Cole Tower and other members of the public.

CALL TO ORDER

Supervisor Smith called the meeting to order at 7:23 p.m. and led those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Emergency exit procedures were noted.

MINUTES – SEPTEMBER 2, 2014

RESOLUTION NO. 208-2014 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to accept the September 2, 2014 Town Board meeting minutes.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The Town Clerk reported the monthly Clerk report has been completed and filed. The financial reports for July and August have been completed and provided for Town Board review and filed. Tax collections have been steady. The due date for the first installment was Monday and there was good feedback from last Saturday's collection hours.

HIGHWAY DEPARTMENT REPORT

Supt. Speer inquired about the status of claims regarding the resurfacing of Peck Road. Supervisor Smith reported that as of last week Monroe County had denied the claim and it has been sent to SuitKote, who had submitted it to their insurance company and there has been no response as yet.

Supt. Speer reported staff is continuing work on the Dunbar and Collamer Road recycling project. The fence has been scheduled for installation and when up top soil will be placed. The berm has not been started.

Supt. Speer he would like to replace a 2000 pickup truck which has 237,000 miles on it and the transmission is shot. It was noted this is typically available on state contract and Van Bortle has the bid and the truck would be available in three months. Supt Speer was asked to provide the truck specs, state contract information and pricing before addressing. Supt. Speer will follow up.

PARKS AND RECREATION DEPARTMENT REPORT

Mr. Venniro reported the Fall brochure has gone out, is online and registrations have begun. Town Hall Park was busy this past weekend. The National Disc Golf Tournament drew 140 disc golfers from all over the United States and some international participants. Also there were 150 participants in the Cyclocross Race event. Both groups and their spectators were pleased with the courses and park conditions. This is a tribute to the Park and its staff.

Invoices have been sent for property maintenance. There may be a few more to be done. Discussion on cemetery mowing included that staff has been mowing on the same schedule as the former contractor, some of the cemeteries have had additional help from neighbors in the past but this has not been the case this year and explains the visual differences between this year and last. The frequency will be looked at in more detail to better gauge the need going forward.

Information was provided on replacing the Kubota. It is an all-purpose vehicle which is enclosed and heated for plowing walkways in the winter. There are rust issues in the floor. A quote was provided based on the state bid contract, would be an exact replacement of what we currently have and a \$5,000 trade for the current piece of equipment. He noted a new plow was provided in the quote which may not be needed. Discussion resulted in requesting confirmation documentation that this is not a step up (engine size seems to be a lot for what it is used for); is the same piece of equipment, and that the current attachments will fit this purchase.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported the Building Department report for August has been completed. Permits are still down over last year. There are a few pending commercial applications. The department has been fielding calls about properties that may be going into foreclosure, especially along Ridge Road.

PUBLIC FORUM

Supervisor Smith opened the public forum and asked if there was any citizen present who would like to address the Town Board. There was no response.

BUSINESS ITEMS

WALNUT GROVE LETTER OF CREDIT

Previously, the owner asked for a reduced Letter of Credit in anticipation of a slow market. Because there has been good interest and sales of the lots, the developer is now requesting an additional \$26,988.22 be added to the line of credit.

RESOLUTION NO. 209-2014

Motion by Councilperson Comardo, seconded by Councilperson

Roose, to add an additional \$26,988.22 to the original Letter of Credit for Walnut Grove Estates.

Motion carried: Aye 5 Nay 0

CLARKSON-PARMA INTERMUNICIPAL AGREEMENT

Supervisor Smith noted that late in the spring an Intermunicipal Agreement was entered into with the Town of Clarkson to share a Building Inspector for an interim period to evaluate what the Town's needs would be going forward. It has been determined the agreement will not need to be continued through December of 2015. The Town of Parma must notify the Town of Clarkson by the end of September if they no longer wish to continue the agreement.

RESOLUTION NO. 210-2014 Motion by Supervisor Smith, seconded by Councilperson Brown, to terminate the Intermunicipal Agreement with the Town of Clarkson for shared Building Inspector services with the Town of Clarkson not later than December 31, 2014.

Motion carried: Aye 5 Nay 0

Supervisor Smith will be following up on the possibility of Clarkson purchasing the Building Department vehicle.

TOWN HALL BOILER – BID ACCEPTANCE

The Parma Town Board authorized a bid opening for a new boiler system and removal of the existing boiler. The bids were opened on Monday, September 15, 2014 and read aloud. The bids were as follows:

Postler and Jaeckle	\$91,741.00
Van Hook	\$78,246.00
Pipitone Enterprises	\$61,550.00

(See Schedule A at the end of the minutes for copies)

There was discussion on the difference between the high and low bids. Supervisor Smith noted the highest and the lowest bidders bid the exact same boiler. It was felt the difference was due to the overhead of a small vendor versus a larger vendor with greater overhead. It may be union but the vendor must still pay prevailing wage. Councilperson Brown asked if this will include the air conditioning. Supervisor Smith noted that it did not but will look into if it can be added based on the grant parameters. Councilperson Roose inquired if we know anything about the company. References included two dormitory projects at SUNY Brockport and work with the City of Rochester. Mr. Scibetta is also familiar with the company. Supervisor Smith noted when he first requested proposals for the project, a vendor who did not submit a bid, provided a quote lower than the lowest bid received for the same piece of equipment. This vendor also falls under the minority, women owned business category.

RESOLUTION NO. 211-2014 Motion by Councilperson Comardo, seconded by Councilperson Mullen, to accept the bid of Pipitone Enterprises, LLC in the amount of \$61,550.00 and authorize the Supervisor to sign the contract conditional upon a final walk through to confirm the specifics of the project.

Motion carried: Aye 5 Nay 0

REQUEST FOR PUBLIC HEARING TO REZONE 1855, 1875, 1895 NORTH UNION STREET

An application has been received to rezone a portion of 1855 from General Commercial to Medium Density Residential; all of 1895 from Medium Residential to General Commercial and a portion 1875 from of Medium Density to General Commercial. A public hearing will be needed and they will go before the Planning Board for split/merges that will establish new lot lines. This was identified as an unlisted action under SEQR, there are no interested or involved parties per SEQR to be notified and Part I of the Short Environmental Assessment Form has been received from the applicant. This will be referred to Monroe County Planning and Development. It was noted the applicants are looking to clean up the commercial areas, the acquisition of the residential property to the south adds a buffer area between the general commercial and residential areas to the south, it will square the lots lines, and will better define the areas. The applicants took the suggestion of the Planning Board to leave the second house as a separate commercial parcel. In the event they can find a new use for the second residence, which is closer to North Union Street (for 1855 North Union Street), as commercial; it can also be used as residential in a commercial neighborhood. There will now be a clear definition of the utilities for all three parcels, access to the parcels and it should clear up any outstanding issues for the properties to be rezoned.

RESOLUTION NO. 212-2014 Motion by Supervisor Smith, seconded by Councilperson Brown, to set a public hearing on October 21, 2014 at 7:30 p.m. at the Parma Town Hall. The request is to rezone a portion of 1855 from General Commercial to Medium Density Residential; all of 1895 from Medium Residential to General Commercial and a portion 1875 from of Medium Density to General Commercial.

Motion carried: Aye 5 Nay 0

2015 HILTON HEAT TOURNAMENT CONTRACT

The Town Board received a copy of the proposed Hilton Heat “Just for Kicks” Soccer Tournament for 2015. Mr. Venniro has met with the organization. The agreement follows prior year tournament terms and adds the rental of all the pavilions for the weekend to ensure parking is available.

RESOLUTION NO. 213-2014 Motion by Councilperson Roose, seconded by Councilperson Mullen, to authorize the Supervisor to enter into agreement with the Hilton Heat Soccer Club for their 2015 “Just for Kicks” Tournament.

Motion carried: Aye 5 Nay 0

2014 MONROE COUNTY CROSS COUNTRY CONTRACT

Mr. Venniro has drafted an agreement with the Monroe County Public School Athletic Conference (MCPSAC) for the use of Town Park trails and facilities for cross country running for the dates in September and October specified in the agreement. This year all four pavilions will be rented by the group for the October 25th event. There was discussion on the sports boosters having a fund raiser during the event. Any vendors will need to provide the required paperwork.

RESOLUTION NO. 214-2014 Motion by Councilperson Mullen, seconded by Councilperson Roose, to authorize the Supervisor to enter into agreement with Monroe County Public

School Athletic Conference to hold County Cross Country Meets at Town Hall Park on September 23, 2014, October 14, 2014 and October 25, 2014

Motion carried: Aye 5 Nay 0

2015 TENTATIVE BUDGET

The Tentative Budget has been filed in the Town Clerk's office. Supervisor Smith reported based on the suggestions made by the state audit recommendations; the budget for 2015 will continue to reflect those recommendations. The audit identified that property owners in the Town outside the Village were being taxed at a higher rate than they should be. The adjustment for the 2014 budget decreased the Town outside the Village and increased the rate for the area within the Village to bring it in line with the audit findings. For 2015, the town rate in the Village will decrease and the rate outside the Village will increase bringing both back in line to where they should be going forward. Although the town rate outside the Village will be higher than last year it will be lower than two years ago. It was noted the adjustments keep us under the tax cap and there has been some increase in assessed valuation.

RESOLUTION TO APPROPRIATE FUNDS TO THE TOWN OF PARMA FARMLAND RESERVE FUND

Conversations with the Farmland and Open Space Committee have indicated there will be upcoming Farm Preservation Grants available. These kinds of grants have the State picking up a portion of the project and the Town picking up the difference. The Town would have several options for the difference. These might include in kind services or the Town providing the property owner with a tax write off if sold lower than the market value, thus making the difference the Town would pay lower.

RESOLUTION NO. 215-2014 Motion by Councilperson Mullen, seconded by Councilperson Comardo, The Town's chief fiscal officer is hereby directed to deposit the sum of \$10,000.00 from the Town's unappropriated B fund balance and secure the moneys of the Town of Parma Farmland/Open Space Reserve Fund (hereinafter "Farmland Reserve Fund") in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Farmland Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Farmland Reserve Fund in a manner which maintains the separate identity of the Farmland Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Farmland Reserve Fund.

Except as otherwise provided by law, expenditures from this Farmland Reserve Fund shall be made only for the purpose for which the Farmland Reserve Fund is established. No expenditure shall be made from this Farmland Reserve Fund without the approval of this

governing board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law or any other law.

This resolution shall take effect immediately.

Motion carried: Aye 5 Nay 0

BUDGET TRANSFERS

BUDGT TRANSFERS

Sep-14

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO512122046000	CONTRACTED SERVICES	100.00	AOO510101041000	OFFICE SUPPLIES	100.00	GAVIGAN
AOO516143046300	EMPLOYEE HANDBOOK	1,000.00	AOO513131041000	OFFICE SUPPLIES	1,000.00	GAVIGAN
AOO516898940200	COMIDA	220.00	AOO516898948000	MISC REIMBURSEMENTS	220.00	GAVIGAN
AOO516162049000	TOWN HALL IMPROVEMEN	6,000.00	AOO516162046000	CONTRACTED SERVICES	3,500.00	GAVIGAN
			AOO516168046000	CONTRACTED SERVICES	2,500.00	GAVIGAN
AOO530398948000	MISC EXPENSES	180.00	AOO530398921000	EQUIPMENT	180.00	GAVIGAN
AOO590901081000	NYS RETIREMENT	1,835.18	AOO590905081000	UNEMPLOYMENT	1,835.18	GAVIGAN
BOO537362012000	BUIDING INSPECTOR	12,000.00	BOO537362046000	CONTRACTED SERVICES	12,000.00	SCIBETTA
AOO570702041000	OFFICE SUPPLIES	500.00	AOO570702042200	EQUIPMENT REPAIR/RENTAL	3,000.00	VENNIRO
AOO570731049022	SWIMMING EXPENSE	800.00				
AOO570731049432	VOLLEYBALL EXPENSE	1,700.00				
AOO570761045104	GASOLINE	1,500.00	AOO570702045100	GASOLINE	1,500.00	VENNIRO
AOO570731049532	GYMNASTICS EXPENSE	1,500.00	AOO570714041601	PLAYGROUND SUPPLIES	2,000.00	VENNIRO
AOO570731049542	THEATER EXPENSE	500.00				
AOO570731049232	BASEBALL CAMP EXPEN	3,000.00	AOO570711149000	SPECIAL EVENTS	3,000.00	VENNIRO
AOO570731048902	YOGA, DANCE/YOUTH EXP	800.00	AOO570731048832	RUNNING YOUTH EXPENSE	800.00	VENNIRO
AOO5707310049042	SKI CLUB EXPENSE	8,000.00	AOO570714049101	PLAYGROUND YOUTH	9,000.00	VENNIRO
AOO570731049542	THEATER EXPENSE	1,000.00				
AOO570731049542	THEATER EXPENSE	800.00	AOO570731049132	SOCCER CAMP BOYS/GIRLS	800.00	VENNIRO
AOO570731049542	THEATER EXPENSE	400.00	AOO570731049332	SOFTBALL CAMP EXPENSE	400.00	VENNIRO
AOO570731049542	THEATER EXPENSE	2,500.00	AOO570731049702	MUSIC EXPENSE	2,500.00	VENNIRO
AOO570731049942	ART CAMP EXPENSE	500.00	AOO570761048004	MISCELLANEOUS	500.00	VENNIRO
AOO570731049542	THEATER EXPENSE	400.00	AOO570702041100	BROCHURE	400.00	VENNIRO
		45,235.18			45,235.18	

RESOLUTION NO. 216-2014 Motion by Councilperson Comardo, seconded by Councilperson Brown, to approve the budget transfers as presented.

Motion carried: Aye 5 Nay 0

MISCELLANEOUS BUSINESS ITEMS

AUTHORIZE PREPAID CHECK - SENIOR TRIP GEVA THEATRE

RESOLUTION NO. 217-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve the prepayment in the amount of \$288.00 to GEVA Theatre for the Senior Trip.

Motion carried: Aye 5 Nay 0

**AUTHORIZE PREPAID CHECK – SENIOR TRIP
 HIDDEN VALLEY ANIMAL ADVENTURE FALL FESTIVAL TRIP**

RESOLUTION NO. 218-2014 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the prepayment in the amount of \$250.00 to Hidden Valley Animal Adventure for the Fall Festival trip.

Motion carried: Aye 5 Nay 0

**AGREEMENT TO EXTEND INDEXED LUMP SUM
MUNICIPAL SNOW AND ICE AGREEMENT**

RESOLUTION NO. 219-2014 Motion by Supervisor Smith, seconded by Councilperson Mullen, to accept the Amendment to Change the Estimated Expenditure for Snow and Ice Agreement with New York State for the Indexed Lump Sum Contract; authorize the Town Supervisor to enter into the agreement which will increase the amount that the Town will be reimbursed to \$85,685.70 for the 2014/15 season; and extend the contract through June 30, 2015.

Motion carried: Aye 5 Nay 0

INFORMATIONAL ITEMS

REZONING 5247 RIDGE ROAD WEST

Supervisor Smith reported this topic has been moved to the October 7, 2014 Town Board Meeting.

SOFTBALL CHARITY EVENT

A thank you note has been received from the organizers of the charity softball tournament held in July for use of the fields and assistance with coordinating the event. Former and current Hilton Central Women's Softball players along with family and friends gathered for the tournament in honor of alumni who have been afflicted with this disease. They raised \$6,500 for multiple sclerosis research.

LIAISON REPORTS

**Councilperson Brown reported the Planning Board discussed the Braemar Country Club proposal. They were looking for direction for how to accomplish their proposal. There were property splits on Burritt Road and Spencer Road and there was discussion on the proposal for Plantation Party house.

The Conservation Board recommended a negative declaration for Wilder Estates Section 7.

**Councilperson Comardo noted the Parks department has already been discussed. In addition to what has already been mentioned for the Farmland and Open Space Committee, he added, they will be looking at drafting a letter to go out in 2015 to seek who might fit in to the definition of the grant project and expresses an interest.

**Councilperson Roose reported there had not been a meeting of the Recreation Commission since we last met. He reported there have been ongoing discussions on reactivating the Parma Special Police for traffic control only. The Village of Hilton, the School District and Hilton Fire Department have expressed interest for having this service. Supervisor Smith noted the Town by law must have oversight over the

group; each entity would assist in funding the budget for this and an intermunicipal agreement would be implemented.

**Councilperson Mullen reported the Zoning Board meets this week. He reported on access to the County's GIS. Currently, we have one computer for access and will be looking at a different license which can be loaded on the server. This will allow one access at a time but from any computer in our network. This will allow boards to access GIS maps during meetings as well as staff. There will be an introductory course on its use. This will be a training opportunity for the all the various Boards and any departments. The training will be opened up to the Village of Hilton and possibly to surrounding communities. The date, time and location have yet to be determined. It was also noted that Jim Zollweg will be talking to the Director of Parks and Recreation regarding GIS uses for the Town Park.

**Supervisor Smith had nothing additional to report.

WARRANT

RESOLUTION NO. 220-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$58,539.60.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 221-2014 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$15,813.69.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 222-2014 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$69,967.72.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 223-2014 Motion by Councilperson Mullen, seconded by Councilperson Brown, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$36,410.90.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 224-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of LOO Library Fund bills, in the amount of \$411.75.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 225-2014 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of S09 Mercy Flight Sewer Fund bills, in the amount of \$276.00.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 226-2014 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve payment of S23 King Hamlin Sewer Fund bills, in the amount of \$858.90.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 227-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of TAO Trust & Agency Fund bills, in the amount of \$7,495.95.

Motion carried: Aye 5 Nay 0

The total to be paid is \$189,774.51.

MISCELLANEOUS

A request was made to have someone directing traffic at the corner of Wilder and Manitou Roads between 3:00 and 5:00 pm (usually at 4:00 p.m.) on Saturday and Sunday of the Apple Fest. After further discussion, Supervisor Smith felt the best we could do this year would be to pass the information on to the committee.

ENTER INTO EXECUTIVE SESSION

Supervisor Smith state the Town Board would be entering into executive session and there would be no further business after coming out of the session except to close the meeting.

RESOLUTION NO. 228-2014 Motion by Supervisor Smith, seconded by Councilperson Comardo, to enter into Executive Session to discuss a personnel and legal issue regarding a particular town employee.

Motion approved: Aye 5 Nay 0

The Board entered into executive session at 8:48 p.m. after a short break so that people could leave.

CLOSE EXECUTIVE SESSION

RESOLUTION NO. 229-2014 Motion by Councilperson Roose, seconded by Councilman Comardo, to close the Executive Session at 10:15 p.m. and return to regular session.

Motion approved: Aye 5 Nay 0

There being no further business before the Town Board, Councilperson Comardo made a motion, seconded by Councilperson Mullen at 10:16 p.m., and all were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

Schedule A

Parma Town Hall Boiler Replacement

BID FORM CONTRACT GC - GENERAL REMOVAL AND INSTALLATION WORK

TO THE TOWN OF PARMA: The undersigned hereby declares that he has carefully examined all bid documents and all interpretations of any addenda to the Bid Documents and is satisfied as to all the quantities and conditions, and understands that in signing this bid he waives all rights to plead any misunderstanding regarding the same. Pursuant to and in compliance with the Bid Documents, the Bidder hereby offers to furnish all equipment and whatever else is necessary or proper for, or incidental to, the completion of this Contract, as required by and in strict compliance with the applicable provisions of all contract documents, for the following bid prices:

Contract GC- Boiler and Controls removal/Installation Lump Sum Base Bid Total:

Dollars (in figures): \$60,800.00

Dollars (in words): SIXTY THOUSAND, EIGHT HUNDRED DOLLARS

Alternate#1 Remove and replace the existing Hot Water system Expansion Tank.

Dollars (in figures): NO COST

Dollars (in words): NO COST

PRE-BALANCE AND FINAL BALANCE SYSTEM WATER FLOW
Alternate#2 Other Optional Equipment or Services. Please list.

Dollars (in figures): \$750.00

Dollars (in words): SEVEN HUNDRED FIFTY DOLLARS

Name of Company: PATONE ENTERPRISES LLC

Name of Person Preparing Bid: TONY PATONE Date: 9-15-2014

Refer to Technical Specifications for base bid and alternate scope of work.

Parma Town Hall Boiler Replacement

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Contract GC: Boiler and Controls removal/installation Lump Sum Base Bid Total:

Dollars (in figures): \$88,482.00

Dollars (in words): Eighty-Eight Thousand Four Hundred Eighty-Two dollars

Alternate#1 Remove and replace the existing Hot Water system Expansion Tank.

Dollars (in figures): \$3,259.00

Dollars (in words): Three Thousand Two Hundred Fifty-Nine dollars

Alternate#2 Other Optional equipment or Services. Please list.

Dollars (in figures): N/A

Dollars (in words): N/A

Name of Company: Posler & Jaeckle Corp

Name of Person Preparing Bid: Fred Costanza Date: 09/11/14

Refer to Technical Specifications for base bid and alternate scope of work.

Parma Town Hall Boiler Replacement

BID FORM CONTRACT GC GENERAL REMOVAL AND INSTALLATION WORK

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Contract GC: Boiler and Controls removal/installation Lump Sum Base Bid Total:

Dollars (in figures): 75,576.00

Dollars (in words): seventy-five thousand five hundred seventy six and 00/100

Alternate#1 Remove and replace the existing Hot Water system expansion Tank.

Dollars (in figures): 2,670.00

Dollars (in words): two thousand six hundred seventy and 00/100

Alternate#2 Other Optional Equipment or Services. Please list.

Dollars (in figures): _____

Dollars (in words): _____

Name of Company: Van Hook Service Co. Inc.

J. Gross @ vanhookservice.com

Fax - 254-0744

254-4375 ext 114

Name of Person Preparing Bid: Jason Gross

Date: 9-15-14

Refer to Technical Specifications for base bid and alternate scope of work.