

**Plants and Facilities Committee Special Meeting**

**Thursday, July 17, 2025 5:45 PM**

**J. R. Payden Field House 45 Chatfield Street  
Derby, CT 06418**

**and Via**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/84300567051>**

**Meeting ID: 843 0056 7051**

**Find your local number:**

**<https://us02web.zoom.us/u/kdzomcx3SN>**

**1. Call to Order**

**Speaker(s):** Mr. Foley

**1.A. Opening Ceremonies**

**Speaker(s):** Mr. Foley

**1.B. Roll Call**

**Speaker(s):** Mr. Foley

**2. Public Portion**

**Speaker(s):** Mr. Foley

Prior to the commencement of any public meeting of any board of the city, the agenda for said meeting shall be posted in the meeting room and the first order of business of said meeting shall be the entertainment of public discussion on any item on said agenda and the conduct, length, and method of terminating said public discussion shall be determined by majority vote of the members of said board of commission.

**3. Approval of Minutes**

**Speaker(s):** Mr. Foley

**Motion:** *The Plants and Facilities Committee approve the minutes from the July 1, 2025 meeting.*

**4. Bradley School Playground**

**Speaker(s):** Mr. Foley

**Motion:** *The Plants and Facilities Committee recommend the additional funding for the Bradley School Playground be moved to the Full Board of Education for approval.*

**5. Facilities Department Report**

**Speaker(s):** Mr. Foley, Mr. Hoffman

**6. Facilities Management Software**

**Speaker(s):** Mr. Foley, Mr. Hoffman, Dr. Conway

**Motion:** *The Plants and Facilities Committee recommend the Facilities Management Software System to the Full Board of Education for approval.*

**7. DMS Heating System Update**

**Speaker(s):** Mr. Foley, Dr. Conway, Mr. Hoffman, Mr. Trainor

**8. Adjourn**

**Speaker(s):** Mr. Foley

**Motion:** *The Plants and Facilities Committee adjourn its meeting.*

**JULY 1, 2025 SPECIAL PLANTS AND FACILITIES COMMITTEE**

**CALLED TO ORDER**

Mr. Foley: Called meeting to order at 5:30.

**OPENING CEREMONIES**

Pledge of Allegiance

**ROLL CALL**

Mr. Foley: Melissa Mongillo; Dan Foley.

Karla Malerba, absent.

We still have a quorum.

**Also Present:**

**Dr. Matthew Conway, Superintendent of Schools**

**PUBLIC PORTION**

Mr. Foley: Anyone from the public wishes to speak? Second, anyone from the public wishing to speak? And third, anyone from the public wishes to speak? Not hearing anyone, I close the public portion.

**EXECUTIVE SESSION**

**Motion to enter into executive session to review the bids for the Bradley School Playground and the Superintendent of Schools is invited to attend as well as Robbie Trainor and Sal Giannotti. Passed with a motion made by Ms. Melissa Mongillo and a second by Mr. Dan Foley.**

<b>Dan Foley</b>	<b>Yes</b>
<b>Melissa Mongillo</b>	<b>Yes</b>
<b>Karla Malerba</b>	<b>Absent</b>

**Back in regular session after seven minutes of Executive Session.**

Ms. Mongillo: Making motion.

Mr. Foley: Second. Motion passes.

## **BRADLEY SCHOOL PLAYGROUND**

**Motion for the Plants and Facilities to recommend the bid for the Bradley School Playground to move to the full Board of Education for approval. Passed with a motion made by Ms. Melissa Mongillo and a second by Mr. Dan Foley.**

<b>Dan Foley</b>	<b>Yes</b>
<b>Melissa Mongillo</b>	<b>Yes</b>
<b>Karla Malerba</b>	<b>Absent</b>

Ms. Mongillo: Making motion.

Mr. Foley: Second. Motion passes.

## **AGENDA ADDITIONS/DELETIONS/CORRECTIONS**

### **IMAGINATE YOUR SPACE – CAFETERIA REMODELING**

**Mr. Chair, I'd like to make a motion to move item number 11, Imagine Your Space – Cafeteria Remodeling to in place of item number 5P, Approval of Minutes. Passed with a motion made by Ms. Melissa Mongillo and a second by Mr. Dan Foley.**

<b>Dan Foley</b>	<b>Yes</b>
<b>Melissa Mongillo</b>	<b>Yes</b>
<b>Karla Malerba</b>	<b>Absent</b>

Ms. Mongillo: Making motion.

Mr. Foley: Second. Motion passes. So, where are we now, Doctor.

Dr. Conway: So, Sal is going to present.

Mr. Foley: Go ahead Sal.

Dr. Conway: This is the information for the Committee as part of our efforts to uplift the cafeteria.

Mr. Foley: The cafeteria, correct?

Sal: So, this is a proposal to remodel school cafeterias. Photos on the screen that some other grammar schools have done. They paint, decorate. They call that pop art that they manufacture. They work with the school to come up with a theme. Then they'll design it. These are themes that the schools pick. Like you could do the Red Raiders, some schools

do some vegetables and fruits. It's anything you could think of and you work with them and they'll design it out for us. And then they'll show it to us digitally.

Mr. Foley: Sal, can they do all the schools at one time?

Sal: I'd have to find out. The total amount, I don't think we can cover right now anyway for all four. I was thinking about doing the grammar schools because we're figuring in around \$120,000 to spend off out of the three-month operating expense. That would be one month of the three that we have, about \$120,000. So, the pricing, they're looking at 47,000 for the grammar schools.

Dr. Conway: Each?

Sal: Yeah, each. That's if you get the whole package. We're looking at that in those photos.

Mr. Foley: Okay.

Sal: So, they want 18,500 to paint them multicolored but that's for everything, signage, all the pop art.

Mr. Foley: Now who would decide for each school what they wanted. Would it be the students, the principal or a combination thereof?

Sal: It would be a combination I think. It's whatever you guys decide who would design it and they'd work with the designer, Imagine Your Space.

Mr. Foley: The middle and the high school would be more?

Sal: Yeah, the middle and the high school would be 60,000, 65,000 roughly for the middle school and the high school is around 60,000 or 62,000 just because they're bigger. They came in and did laser scans of all four cafeterias and that's how they came up with the price quote. If we decide to do it, they'll charge just another 4,500 to see what's on the screens there. Something that we'll see what the final product is. And that's also their blueprint to do the work.

Ms. Mongillo: So, can you talk about, obviously you have a spend down in your budget and money to use that needs to be used by a certain time? No.

Sal: No. That's the tricky part. The money, we're allowed to keep three months operating expense. Our monthly operating expense right now is about 120,000 for food and labor. The State lets you keep three months, so 360,000. Right now, we still have 380,000 but I still have to close out for June. So, that could, I'm thinking it could go down a little bit. But we'll see when it's finalized. So, State rules say anything over that three month you have to reinvest back into the program and that's what we've always done with equipment,



**Karla Malerba**                      **Absent**

Ms. Mongillo: Making motion.

Mr. Foley: Second. Motion passes.

**APPROVAL OF MINUTES**

**Motion that the Plants and Facilities Committee approve the minutes for the March 20<sup>th</sup>, 2025 meeting. Passed with a motion made by Ms. Melissa Mongillo and a second by Mr. Dan Foley**

**Dan Foley**                              **Yes**

**Melissa Mongillo**                      **Yes**

**Karla Malerba**                      **Absent**

Ms. Mongillo: Making motion.

Mr. Foley: Second. Motion passes.

**EAGLE SCOUT FOOD PANTRY PROJECT**

Dr. Conway: I did talk to him the other day. Things are moving along. He got approval for the project through the Boy Scouts. So, he'll start moving along on it. I thought he was going to be here tonight to present.

Mr. Foley: No, I just needed an update. He works as a bus boy in one of the restaurants in Shelton over there. Very nice young man.

Dr. Conway: Yes. I ran into him the other day. He got full approval. So, he'll be moving full steam ahead.

**CONNECTICUT IES GRANT PROGRAM**

Mr. John Heiderscheidt: Is updating the Board on the Grant Program through the State of Connecticut. If we are able to get the grant we would get one hundred fifty million, fifty dollars. Our equipment is both health related and energy savings related for your buildings and for air quality for schools. And students can become better students for air quality. For example, C students can become B students and B students can become A students. I'm happy to show that ROI document with you. Everything we do is data driven. Our air quality monitors are very sophisticated measuring 18 different levels of air quality. On the energy side, there's multiple different layers of technology that would be tested. All provide different elements of potential savings for the school, regardless of whether your HVAC

systems were in what's called a package unit or what's called a bigger chiller type of HVAC system.

Dr. Conway: Yeah, we've listened and we met with them. And if the grant goes through, there will be no cost to the district to install the equipment. And a chance for energy savings moving forward once that equipment is in.

Mr. Foley: So, it's a win-win situation for the school system.

Dr. Conway: Yes.

**Motion the Plants and Facilities Committee recommend the Connecticut IES Grant Program to the full Board of Education for approval. Passed with a motion made by Ms. Melissa Mongillo and a second by Mr. Dan Foley.**

<b>Dan Foley</b>	<b>Yes</b>
<b>Melissa Mongillo</b>	<b>Yes</b>
<b>Karla Malerba</b>	<b>Absent</b>

Ms. Mongillo: Making motion.

Mr. Foley: Second. Motion passes.

#### **FACILITIES DEPARTMENT REPORT**

Mr. Foley: Skipping this item. as Jim Hoffman is absent.

#### **FACILITIES MANAGEMENT SOFTWARE**

Mr. Foley: Skipping this item as Jim Hoffman is absent.

#### **REVIEW OF FACILITIES BUDGET**

Mr. Foley: Go ahead, Robbie.

Mr. Trainor: So, as we start the new year, we're still closing out encumbrances from last year. Not too much has changed. The electricity really hit us hard this year. Looking at about 287,000 over budget. We have a bunch of line items that are significantly under budget with Jim and his team. As I've mentioned, Jim has done a wonderful job. So, we are liquidating purchase orders, making sure they are correct and the services and supplies have been delivered. And we should come in right around budget. Had the electricity not been an issue, we probably would have been about 200,000 to the good this year. So, electricity had really hurt us this year.

Mr. Foley: Any questions.

Ms. Mongillo: I don't.

Mr. Foley: Neither do I.

Ms. Mongillo: Electricity fluxuated this year, was that because of the State rates changing?

Mr. Trainor: The rates and the public benefit.

Ms. Mongillo: I just got an alert that there would be a reduction of cost in the coming year. I don't know what that means. I just saw a UI alert to my email.

Mr. Trainor: I received that as well for my personal home. I have not received anything for the district yet.

Ms. Mongillo: What did you budget it for?

Mr. Trainor: I budgeted half the difference from the overage this year and what we spent last year.

Ms. Mongillo: Okay. That's it. Thank you.

### **SCHOOL VIOLENCE PREVENTION PROGRAM (SVPP)**

Mr. Foley: School violence.

Mr. Trainor: So, this is a grant we applied for with the help of a grant writer. The SPV Grant is a federal grant. And we can request up to half a million from the feds with a reimbursement of 25 percent from the City. The City is ineligible to help with their portion. So, we submitted a waiver. The waiver basically says, we are in a financial distressed municipality and we are hoping to get approved with this waiver. The total grant that we applied for was 667,000. It includes building PA integration systems with strobes, speakers and digital display screens. Lockdown and emergency notification systems, cell phone repeaters to increase the cell service at the middle and the high school.

Dr. Conway: Dan, I just didn't want to go through all the items publicly and upgrade security wise.

Mr. Foley: Okay. That's fine, Doctor.

Dr. Conway: This is more information we've already shared this grant. This is just where we are at this point in time in terms of waiting on answers on the waiver.

Mr. Trainor: There will be communication in November on whether we received the waiver and the grant.

Dr. Conway: Should we not get it, we're already ahead of the game to apply again next year when the same grant opens up. And hopefully at that time, the municipality will be in a better position to budget for the match funding.

Ms. Mongillo: Do we know if it is an all or nothing scenario?

Mr. Trainor: It is.

**Motion the Plants and Facilities Committee recommend the School Violence Prevention Program move to the full Board of Education for approval. Passed with a motion made by Ms. Melissa Mongillo and a second by Mr. Dan Foley.**

<b>Dan Foley</b>	<b>Yes</b>
<b>Melissa Mongillo</b>	<b>Yes</b>
<b>Karla Malerba</b>	<b>Absent</b>

Ms. Mongillo: Making motion.

Mr. Foley: Second. Motion passes.

#### **DMS HEATING SYSTEM UPDATE**

Mr. Foley: Skipping over this item.

#### **DISCUSSION: PAYDEN PAVILION PAVERS**

Mr. Foley: The pavers? I was the one that brought it up. Any update on that?

Dr. Conway: Yeah, they are actually installed correctly. That is the way they're supposed to be floating like that. So, they'll remain as is.

Mr. Foley: Okay. That's all I needed to know.

#### **DISCUSSION PAYDEN PARK PROTECTIVE NETTING**

Mr. Foley: I brought that up myself, the netting over the first base line. The stands next to it where the foul balls come over the fence. Any update on that?

Dr. Conway: We'll have to get some pricing on what additional protective netting would cost. I'll check in with Dennis to see if he can get a cost on that.

Mr. Foley: It doesn't have to be something spectacular, just something so that people don't get hit with a foul ball.

Ms. Mongillo: Yeah, definitely yeah.

## **FOOTBALL FIELD DISCUSSION**

Mr. Foley: The far end zone which is coming up.

Dr. Conway: Dennis is already on that. He discussed it with Aqua Turf who is moving it forward as of last week through their Warranty Department because they said it shouldn't have happened.

Mr. Foley: Okay. That's great.

## **ADJOURN**

**Motion the Plants and Facilities Committee adjourn it's meeting. Passed with a motion made by Ms. Melissa Mongillo and second with Mr. Dan Foley.**

<b>Dan Foley</b>	<b>Yes</b>
<b>Melissa Mongillo</b>	<b>Yes</b>
<b>Karla Malerba</b>	<b>Absent</b>

Ms. Mongillo: Making motion.

Mr. Foley: Second. Motion passes.

---

Marianne Samokar

Recording Secretary





**ACCOUNT REP:** Jay Moore  
 jay@playgroundboss.com  
 1-800-878-0320 ext. 106

**QUOTE #:** 070725-37575  
**DATE CREATED:** 07-07-2025  
 Quote is valid for 30 days

**PROJECT CONTACT**

**PROJECT CONTACT:** Jim Hoffman  
**COMPANY:** Derby Board of Education  
**ADDRESS:** 35 fifth st  
 Derby, Connecticut 06418  
**EMAIL:** jhoffman@derbyps.org  
**PHONE:** 203-343-3740  
**MOBILE:** 203-343-3740



**SHIP TO / SITE CONTACT**

**SHIPPING / SITE CONTACT:** Jim Hoffman  
**COMPANY:** Derby Board of Education  
**SHIP TO ADDRESS:** 155 David Humphrey Rd  
 Derby, CT 06418  
**EMAIL:** jhoffman@derbyps.org  
**PHONE:** 203-343-3740  
**MOBILE:** 203-343-3740

**COMMENTS AND SPECIAL INSTRUCTIONS:** Price quoted for materials, installation and delivery only. Price excludes sitework, concrete, underground line location, permits, liftgates, & impact fees unless specifically noted below. Customer is responsible for any taxes that may apply. If order is cancelled a 25% restocking fee may be assessed

QTY	PRODUCT	PRICE	DISCOUNT	TOTAL
1	Playtime SKU: PGB-39482 Variants: COLOR SCHEME: Primary FREE SHIPPING Ages 5 to 12 Child capacity 98 Activities 24 Safety Use Zone 47ft x 56ft	\$ 148,098	\$74,049	\$ 74,049
1	3.5 Arch Swing Frame 8ft - 4 Bay SKU: PGBASF-350804 Variants: SWING FRAME COLOR: Pacific Blue Age: 2 to 12 Child Capacity: 8 Play Activities: 1 Safety Use Zone: 58ft x 33ft	\$ 4,052		\$ 4,052
8	Belt Seat (BUNDLE) SKU: PGBS130-Bundle Variants: SEAT COLOR: Black FREE SHIPPING Commercial Grade Bundle Includes: (1) belt seat (2) chains (4) shackles (1) shackle key	\$ 153		\$ 1,224
1	Big Bend Swing SKU: PGBBSF-500801 Variants: POST COLOR: Brick Red, 1 COLOR HDPE: Yellow, BALL ACCENT: Pacific Blue Age: 5 to 12 Child Capacity: 4 Play Activities: 1 Safety Use Zone: 26ft x 36ft	\$ 7,226		\$ 7,226
1	UFO Swing and Cable Rope Set SKU: PGBSS-0008 Variants: SEAT COLOR: Blue, ROPE / NET COLOR: Red Seat for Big Bend swing frame Age: 5 to 12 Child Capacity: 4 Play Activities: 1	\$ 1,007		\$ 1,007
Note Big Bend: 10-12 week lead time				


QTY	PRODUCT	PRICE	DISCOUNT	TOTAL
1	Maze Go Round SKU: PGBFS-1810 Variants: COLOR SCHEME: Primary Age: 2 to 12 Child Capacity: 6 Play Activities: 1 Safety Use Zone: 24ft x 24ft	\$ 2,378		\$ 2,378
1	ADA Engineered Wood Fiber SKU: EWF-ASTM ADA - Engineered Wood Fiber- 258 cubic yards	\$ 22,313		\$ 22,313
7	Filter Fabric - Weed Barrier SKU: PGB-CSP4300BLK FREE SHIPPING - Contractor Select Plus Landscape Fabric - 4ft x 300ft. **** 1 Roll Accommodates 1,100 Sqft ***	\$ 232		\$ 1,624
88	12in Plastic Landscape Timber with Stake - KT SKU: PGBTB-5212-KT 12 Plastic Playground Border with Stake	\$ 41		\$ 3,608
1	PGB ADA Ramp SKU: PGBADARAMP PGBADARAMP Half ADA Ramp for 8in and 12in plastic playground borders. (For 8in border includes adapter).	\$ 560		\$ 560
1	Dumpster Rental SKU: DUMPSTER Roll Off Dumpster (for disposal of shipping crate and packing materials)	\$ 985		\$ 985
1	Additional Discount SKU: DISCOUNT ***Free Shipping Discount Valid Until 5/9/25 ????		\$ 3,692	\$ -3,692
	Professional Installation SKU: INSTALL	\$ 38,888		\$ 38,888
<p>Customer Installation Note Play Area 116ft x 60ft</p> <p>Install in existing playground area over EWF</p> <p>Customer to remove of existing structures prior to PGB installation.</p> <p>Water/electric on site? Customer to confirm</p> <p>NOTE: Big Bend has 10-12 week lead time. They want to go ahead and install all in-stock products as soon as possible. When Big Bend arrives PGB ship it and they will install it themselves.</p>				
	Shipping And Freight Charges SKU: SHIPPING Delivery of products to supplied shipping address Swing set, big bend swing, maze go round, ramp, containment borders	\$ 3,692		\$ 3,692

## I APPROVE THIS PROJECT. Let's do this!

Approval of this proposal may be executed by signing below and emailing back to the contact information listed below. Unless prior arrangements are approved, payment is due upon ordering.

**Account Rep:** Jay Moore  
jay@playgroundboss.com  
1-800-878-0320 ext. 106

Authorized Purchaser:

  
Jim Hoffman (Jul 8, 2025 10:16 EDT)

Date:

07/08/2025

Subtotal \$ 157,914

Tax \$ 0

**\$ 157,914**

Have questions about this quote?

 **CALL US**  
1-800-878-0320






# quote\_070725-37575

Final Audit Report

2025-07-08

Created:	2025-07-07
By:	Jay Moore (Jay@playgroundboss.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4PUAIJtGxYkLjHm2t7g_HMEEw9ZmgMJD

## "quote\_070725-37575" History

-  Document created by Jay Moore (Jay@playgroundboss.com)  
2025-07-07 - 4:01:01 PM GMT
-  Document emailed to Jim Hoffman (jhoffman@derbyps.org) for signature  
2025-07-07 - 4:01:11 PM GMT
-  Email viewed by Jim Hoffman (jhoffman@derbyps.org)  
2025-07-07 - 5:27:19 PM GMT
-  Document e-signed by Jim Hoffman (jhoffman@derbyps.org)  
Signature Date: 2025-07-08 - 2:16:01 PM GMT - Time Source: server
-  Agreement completed.  
2025-07-08 - 2:16:01 PM GMT

# DERBY PUBLIC SCHOOL'S FACILITIES REPORT

**Jul-25**

SCHOOL	PROJECT	Description	RESPONSIBILITY	COST	SAVINGS	COMPLETION DATE
Bradley	Playground	Playground equipment and installation awarded to Playground Boss. Equipment was put on order on 7/7/25. Equipment has 10 day lead time. Installation is scheduled for 8/11-8/15 PO and Contract can be found at Bradley playground	Playground Boss	\$158,000	\$78,000.00	8/15/2025
Irving	Solar	Inverter number 6 is not communicating with the system. Vanguard troubleshooted the inverter, replaced the control board. Inverter is now back online.	JCI/Vanguard		N/A	7/8/2025
Irving	Nurse office A/C	The air conditioning unit in the nurse's office is no longer functional. The existing unit is 12 years old and was not replaced during the 2019 HVAC upgrades. A York 1.5-ton cooling/heat pump unit has been ordered to replace it. The wiring is compatible, and the new unit comes pre charged. Facilities will handle the installation in-house.	IN-HOUSE	\$3,200	\$5,000	8/1/2025
DMS	CHILLER	Blizzard Mechanical was awarded the repair of chilled water piping. Work is scheduled to begin on 7/28 and will take approximately 6 days to complete. This is step 1 in replacing the chiller. After these repairs, we can hook up a temporary rented chiller to verify chilled water flow. PO and contract can be found at DMS chilled water	Blizzard Mech	\$30,000	n/a	8/4/2025
DHS	TEMPERATURE REGULATION ISSUES	PTAC units installed in rooms 101,116,119,120,121,122. Second order of PTAC units scheduled for 7/21. These units will be installed in rooms G08,G07, G09, G10, and G11	IN-HOUSE			
District wide	Life/Safety Inspections	Fire Supression System and Fire Extinguisher inspections scheduled district wide for 7/23- 7/29 by Mass Fire. Fire Panel inspection schedule for 7/28 by Encore Life and Safety. 5 year radon Testing Schedule for 7/31-8/5 by CT Basement	Multiple vendors			

District wide	Summer Projects	Summer Project list can be found at Summer Project List for the Facilities Department 2025: Projects will be added to this list throughout the summer.	In-house	8/29/2025
---------------	-----------------	--	----------	-----------

SAVINGS BASED ON  
QUOTES SUBMITTED  
COMPARED TO OUR COST  
IN HOUSE.

# Derby Public Schools – Facilities Report

Prepared by: Jim Hoffman

Date: July 10, 2025

## Bradley School

### Bradley

#### 1. Playground

**Description:** Playground equipment and installation awarded to Playground Boss. Equipment was put on order on 7/7/25. Equipment has a 10 day lead time. Installation is scheduled for 8/11-8/15 PO and Contract can be found at [Bradley playground](#)

Responsibility: **Playground Boss**

Status: **In Progress**

### DMS (Derby Middle School)

#### 2. Chiller Repairs

Description: Blizzard Mechanical was awarded the repair of chilled water piping. Work is scheduled to begin on 7/28 and will take approximately 6 days to complete. This is step 1 in replacing the chiller. After these repairs, we can hook up a temporary rented chiller to verify chilled water flow. PO and contract can be found at [DMS chilled water](#)

Responsibility: **Blizzard Mech**

Cost: **\$30000**

Savings:

Completion Date: **8/4/2025**

## DHS (Derby High School)

### 3. Temperature Regulation Issues

Description: PTAC units installed in rooms 101,116,119,120,121,122. Second order of PTAC units scheduled for 7/21. These units will be installed in rooms G08,G07, G09, G10, and G11

Responsibility: **In-house**

Status: **Ongoing to be completed by 8/20**

## Irving

### 4. Solar

Description: Inverter number 6 is not communicating with the system. Vanguard troubleshooted the inverter, replaced the control board. Inverter is now back online.

Responsibility:**VanGuard/JCI**

Cost:

Completion Date: **7/11/2025**

### 5. Nurse's office Air

**Description:** The air conditioning unit in the nurse's office is no longer functional. The existing unit is 12 years old and was not replaced during the 2019 HVAC upgrades. A York 1.5-ton cooling/heat pump unit has been ordered to replace it. The wiring is compatible, and the new unit comes pre charged. Facilities will handle the installation in-house.

Responsibility: In-house

Cost: \$3200

## District Wide

## 6. Life and Safety Inspections

Description: Fire Suppression System and Fire Extinguisher inspections scheduled district wide for 7/23- 7/29 by Mass Fire. Fire Panel inspection schedule for 7/28 by Encore Life and Safety. 5 year radon Testing Schedule for 7/31-8/5 by CT Basement

## 7. Summer Projects:

Description: Summer Project list can be found,

[Summer Project List for the Facilities Department 2025](#) Projects will be added to this list throughout the summer.

I'd like to recommend that we transition our district's facilities management operations to FMX, a leading cloud-based platform already used by over 1,000 school districts nationwide. From SYAM.

Our current facilities management systems (SYAM) is an I.T based platform that doesn't have capital planning, or facility rentals. All facilities can use SYAM for is work orders. FMX would allow us to consolidate all operations into one user-friendly system, including:

**Work Order Management** – Centralized, trackable maintenance requests with faster response times

**Facilities Usage & Rentals** – Online scheduling for internal use and community rentals, with revenue tracking

**Capital Planning Tools** – Data-driven forecasting for long-term building and equipment needs

**Reporting & Dashboards** – Real-time insights for better resource allocation and strategic planning

Key Benefits for the District:

- Increased operational efficiency and accountability
- 
- Reduced emergency repair costs through preventive maintenance
- 
- Improved communication among departments and staff
- 
- Enhanced ability to generate revenue from facility rentals
- 
- Better data to support budget planning and capital investment decisions

FMX offers a smooth implementation process, including staff training and ongoing support. Several similar-sized districts have reported significant cost savings and improved service delivery within the first year

Quote can be found here,



www.gofmx.com  
1 (844) 664-4400  
800 Yard St., Suite 115  
Columbus, OH 43212

## Subscription Summary

### Contact Information

Name: Jim Hoffman  
Email: jhoffman@derbyps.org  
Account: Derby Public Schools  
Phone: (203) 343-3740  
Address: 35 5th St, Derby, Connecticut, United States, 06418

### Sales Order Information

Expiration Date: Jun 14, 2025  
Prepared By (Name): Austin Jacobs  
Subscription Start Date: May 15, 2025  
Subscription End Date: May 15, 2025  
Payment Terms: Net 30

Item Name	Feature Name	Line Item Notes	Net Price
FMX Subscription Fee	FMX Subscription Fee	Includes: Calendar, Equipment, Users & Contacts, To-do Lists, SSO, API Access, Standard Dashboards, Surveys, Mobile App	\$5,000.00
Community Event Management	Community Event Management	Schedule Requests, Reservation Finder, Invoicing, Payment Processing	\$1,475.00
Core Maintenance Management	Core Maintenance Management	Maintenance Requests, Preventive Maintenance	\$1,500.00
Feature	Capital Planner		\$1,500.00
FMX Recurring Discount	General Discount	Community Schools Discount + Integration Discount	(\$5,000.00)
Pre-Built Integration	Pre-Built Integration - Arbitersports		\$3,000.00
FMX Implementation & Training Fee	Implementation & Training Fee		\$6,237.50
FMX Implementation & Training Discount	FMX Implementation & Training Discount	Community Schools Discount	(\$2,500.00)
<b>Total Net Price</b>			<b>\$11,212.50</b>

By signing this Sales Order, you are agreeing to the [FMX Terms of Use](#) as incorporated herein. The one-time fees and the initial billing cycle for the subscription **can** be invoiced upon execution of this agreement and thereafter, subscription fees will be invoiced in advance according to the billing cycle. Your kickoff meeting for products and services is on the same date as your Subscription Start Date.

Derby Public Schools	
<b>Name</b>	Jim Hoffman
<b>Title</b>	Director of Facilitied
<b>Signature</b>	
<b>Date</b>	

Derby

# CMMS GUIDE

**Your Post - Purchase  
Guide to Success.**



# IMPLEMENTATION

Welcome to FMX! Soon you'll be reaping all of the benefits that come from using FMX for your facility and maintenance management needs. Over the coming weeks, our job on the Customer Success team is to get you and your team trained and onboarded with your new FMX solution. We know you've got a lot on your plate, so we want to make sure that your implementation process is as quick and efficient as possible! Here is what to expect during your implementation process.

## Section 01

## WEEK 1: KICKOFF MEETING

In this meeting, you and your Customer Success Manager (CSM) will cover the following:

- Make introductions
- Review your desired outcomes and launch plan objectives
  - Your projected launch date
  - How you would like to import data
  - What modules you will be using
  - How you will add users to your FMX site
- Go over the implementation process
- Discuss how you will manage your FMX site after it is launched, and
- Introduce data importing

### Who needs to attend?

Key stakeholders and department leads

### What value does this offer?

This meeting helps us establish a working relationship and identify key participants and roles. It allows everyone involved to set and agree on the same goals and objectives, and give insight into what to expect for the entire implementation process.

## WEEK 2-3: DATA REVIEW & PRE-SITE CONFIGURATION

### Data Review

This is where you will review, with your CSM, the ways in which data can be added to your FMX site. This can be done in two ways:

1. Manually add buildings, resources, equipment, inventory & users
2. Batch import data via import templates. FMX will provide the customer with an excel import template to collect the following:
  - Building, location, equipment, users & inventory data
  - Historical work order data
  - Existing schedule request data
  - Planned maintenance tasks

### **FMXpert Tip**

Don't get caught up on the small things! If equipment should be in FMX before launching, pick your priority items first.

## WEEK 2-3: DATA REVIEW & PRE-SITE CONFIGURATION

### Pre-Site Configuration

Here, you will complete the pre-site configuration questionnaire that covers user types and workflow processes.

### How to prepare

- Discuss all questions internally to decide on workflow processes you will need
- Review the attached user type guide to see best practices for user level access
- If applicable, send over forms you need configured on your FMX site
- Prepare to discuss data entry or migration

### Who needs to attend?

Key stakeholders for each department

### What value does this offer?

This will help you learn how to add data to your site, discuss your workflows, and get best practice advice from your CSM.

### **FMXpert Tip**

You can add the nice to haves after you launch! Often times people delay launching their site and delay their ROI by focusing too heavily on the nice to haves.

## **FMX Implementation Successes**

**“Smooth transition from legacy CMMS to FMX. Migration was easier than I expected.”**

**- Adam Somers from PVH**

**“I’ve dealt with the implementation of several CMMS programs in my career, and this was about as smooth as it could possibly have been. Glad I found you guys. Great job! ”**

**- M. Kaminski from the Johnson Foundation**

## WEEK 3-4: ADMIN TRAINING

During your Admin training sessions, you will review user access and permissions via user types. These steps include:

- Reviewing forms and workflow processes
- Reviewing request types throughout the site to match the desired workflow
- Reviewing data that has been imported
- Reviewing organizational settings for future updates
- Revisiting your timeline and finalizing your launch data

### Who needs to attend?

Administrators

### What value does this offer?

You will learn how to control your FMX site and make changes when necessary. Your CSM can also make changes to the workflow, and set up, at this time before rolling it out to your staff.

## WEEK 4-5: TRAINING SESSION(S)

### What:

In this meeting, you and your CSM will schedule training sessions with your Building Approvers, Facility/Maintenance Managers, and Technicians. Your CSM will connect via Zoom to walk your staff through submitting, approving, and resolving requests in addition to other training.

### Who should attend?

All Stakeholders and Staff

### What value does this offer?

These sessions will walk your staff through FMX's easy-to-use features, helping them become comfortable using the software, and allowing you to produce quicker buy in from users.

### Customer Win

“Immediate use by staff. They were actually making requests during the training.”

- R. Cotner from Walnut Twp. Local Schools

## WEEK 5-6: LAUNCH FMX SITE!

FMX will provide resources for when you launch, such as training videos, links to the learning center, etc. to help answer any questions that you may have. One month after you launch your site, you will be introduced to your Account Manager (AM) who will lead quarterly and yearly business reviews with your team.

### Customer Wins

“FMX has been the easiest software launch I’ve EVER experienced in 22 years of being a technology director. I’m not exaggerating. Top shelf from exploration of products, talking to sales, committing, purchasing and then implementation has just been the best. Hands down. Our CSM is a rock star!”

- Scott Harris from Neosho School District

“We have no complaints! It was a fantastic experience and we wish all of our implementation/training experiences were this good!”

- Katalin Sturrock from Charlotte Rescue Mission



495 Roosevelt Dr, Unit 1  
Derby, CT 06418

Jim Hoffman  
Derby Public Schools  
35 Fifth St  
Derby, CT 06418

March 20, 2025

## **Derby Middle School – Chilled Water Piping Re-work**

### Scope

---

*Based on our review of the project and the scope provided, we propose the following:*

- Drain and save glycol mix to reuse. Store on site in clean barrels.
- Demo and remove existing chilled water hydraulic decoupler piping and branch piping.
- Save and reuse Victaulic fittings wherever possible to mitigate expense.
- Furnish and install new 6" pipe and required additional fittings to correct closely spaced tees.
- Furnish and install new 4" pipe and required additional fittings to relocate 2 branch zone returns from chiller loop to system loop.
- Switch pumps CHWP-3 and CHWP-4. Wire and test.
- Insulate/reinsulate new and reconfigured CHW piping and pumps as needed. Seal all joints for air-tightness.
- Balancing and testing of new piping.
- Add up to 55 gal glycol.
- Permits included. (we would ask that the fees be waived as this is a city property)

### Cost

---

*Total investment: **\$30,000***

### Timetable

---

QUOTED AS: Regular hours 7-3:30, M-F, Prevailing wage rate.

5 working days to complete.

*Please contact me directly for further information:*

Daniel Blizman  
203-985-5375  
blizmech@gmail.com

Purchase Order

Derby Board of Education  
35 fifth Street  
Derby CT 06418

No. 260023

P.O. Date: 07/08/2025

Questions ? Jim Hoffman (203) 736-5027

Ext: 1201 Account:

P.O. Issued To :

Ship To:

Blizzard Mechanical LLC  
495 Roosevelt Dr. Unit 1  
Derby CT 06418

Derby Middle School  
Attn: Jim Hoffman  
73 Chatfield Street  
Derby CT 06418  
(203) 736-1426

Contact:

Location: Facility Maintenance Department

Phone:

Fax:

Project: Undesignated

Req# 40041

Reference: Chiller Piping

Date Required: 07/22/2025

Award Number:

Line	Qty	Unit	Part#	Description	Unit Price	Extended
1	1	EA	n/a	Chilled water piping	30,000.00	30,000.00

Special PO Instructions: Piping repairs to chilled water piping at DMS. Quote attached

Total Amount: 30,000.00

APPROVAL SIGNATURES:



NOTES:

Order Via:

Orig. will order

**VENDOR COPY**