

**Minutes for Meeting of
Sherborn Library Building Committee
November 1st, 2021**

LBC Members Present: Jim Kolb, Chris Kenney, Mark Brown, Roger Demler, Richard Littlefield, Elizabeth Johnston, Adam Page, and Frank Orlando.

Also Present: Brian Connolly (Town of Sherborn/Library Trustee), Steve Brown (CHA), Mike McNulty (CHA), Peter Byerly (Beacon Architectural Associates)

The meeting was called to order at 6:00pm. This was a Virtual Meeting conducted in connection with the Zoom Platform with call-in capability. Roll calls were taken to establish the presence of a quorum for the LBC. It was announced that the meeting would be recorded and thereafter kept as an official Town record.

1. LBC Chair's Report:

- Invoices Approval:
 - o John Turner Consulting invoice #173501337 for owner's independent construction field testing in the amount of \$420.00 (invoice attached), vote expected. Motion to approve made by J. Kolb and seconded by M. Brown. Discussion: None. Vote: Unanimous to approve. Motion passes.
 - o CHA Consulting invoice #39202-06 for owner's project management construction phase services through 7/30/21 in the amount of \$10,800.00 (invoice attached). E. Johnson commented the Town Administrator previously approved this invoice for payment. J. Kolb noted the requested backup has been provided by CHA. No action necessary.
 - o CHA Consulting invoice #39202-07 for owner's project management construction phase services through 8/27/21 in the amount of \$4,000.00 (invoice attached). E. Johnson commented the Town Administrator previously approved this invoice for payment. J. Kolb noted the requested backup has been provided by CHA. No action necessary
 - o E. Johnson noted that she received an invoice from Environmental Health, and reported that this was approved through Town Administrator's office. J. Kolb confirmed no action necessary at this time.

2. OPM Update

Project Update

- S. Brown updated the committee noting that work is progressing to address the outstanding non-compliant and non-conforming work items related mostly to the skylights and window/curtain wall failed water testing.
- CHA and BAA continue to press the Contractor so that there is no compromise on quality as they address the outstanding items list and corrective work.
- S. Brown provided an update of the recent call to review BCG's most current requisition for payment, specifically to confirm that the proper leverage is maintained by the Town to withhold necessary payment on scope that is incomplete or non-compliant to be modified appropriately.

- J. Kolb noted that as discussed with the Town Select Board and the project consultant team the intent is that the Town will solicit quotes for the demo and ductwork replacement scope. CHA has completed their construction estimate and compiled the list of interested and qualified firms to perform the work. BAA has completed their existing conditions report documenting the status of the work as it stands from the take-over contractor. All front-end documentation has been provided by the Town, and BAA has published their bid documents for the scope of the work. Invitations to bid will be distributed by the end of the work to prospective bidders, and bids due 12/3/21.
- S. Brown presented the latest schedule projection for the abatement and ductwork replacement scope. A copy is included as backup for reference. Estimated completion date of the self-performed ductwork scope is estimated to be the end of May 2022.
- F. Orlando noted, and S. Brown confirmed, that there are a few items that are waiting until the abatement and ductwork scope so that they can be completed. CHA will work to include these items on future schedule updates for transparency to the Committee.
- It was discussed that the selection is based on the lowest eligible and responsible bid. If the lowest bid is not deemed eligible or responsible, the Town is not obligated to accept that bid.
- S. Brown shared CHA's construction estimates for the abatement and ductwork replacement scope, noting specifically that it is a conservative estimate based on the challenging scope. Estimates and prospective bidder list is attached for reference.
- S. Killeen requested information as to why BCG keeps requesting pay application #45. *Post meeting update: final review and response was issued to BCG prior to the 11/3/2021 construction meeting.

Financial Update:

- See invoice approvals above (Item 1)
- Total project budget with updated projections was presented.
- S. Brown noted that CHA requests to do a full reconciliation with Town records.
- No budget or commitment items were presented for approval.

3. Next LBC Meeting:

- December 6 at 6PM expected to be held remotely.
- Motion made by J. Kolb. to adjourn and enter executive session at 7:00PM, and not to return to open session to discuss strategy with respect to threatened potential litigation if the Chair so declares that an open meeting may have a detrimental effect on the litigating position of the Town, and the Chair does so declare, to discuss the Town Library pursuant to M.G.L. Chapter 30A, Sections 21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007); roll call vote: unanimous to approve. Motion carries, meeting adjourned at 6:51pm.

Respectfully submitted,

Steve Brown, CHA Consulting



44 Lafayette Rd
 PO Box 953
 North Hampton, NH 03862

INVOICE

Service Through	Invoice #
9/30/2021	1735013-37

Sent Date	Due Date
10/28/2021	11/28/2021

Bill To:
Sherborn Library Attn: Elizabeth Johnston 4 Sanger Street Sherborn, MA 01770
JTC Project: 17-35-013 Sherborn Library

Client Account/PO#

Terms: Net 30

QUANTITY	DATE	DESCRIPTION	RATE	AMOUNT
1	9/21/2021	Concrete Field Inspection Backus, Andrew	120.00	120.00
5		Compression Test of Concrete	11.00	55.00
1	9/22/2021	Cylinder Pick Up Backus, Andrew	35.00	35.00
1	9/27/2021	Concrete Field Inspection Noorie, Ahmad	120.00	120.00
5		Compression Test of Concrete	11.00	55.00
1	9/28/2021	Cylinder Pick Up Tong, David	35.00	35.00

Past due invoices will be assessed a finance charge of 1.5% per month or 18% annually.

Questions? Please reply to this email or call 603-379-9162.

Thank you for your business!

INVOICE TOTAL	\$420.00
Payments/Credits	\$0.00
Current Due	\$420.00
Total Due	\$420.00



Town of Sherborn, MA
19 Washington Street
Sherborn, MA 01770

July 29, 2021
Project No: 039202.000
Invoice No: 39202-06

Project 039202.000 Sherborn Library Renovation
Professional Services through July 30, 2021

	150,000.00		
Percent Complete	97.00	Total Earned	145,500.00
		Previous Fee Billing	134,700.00
		Current Fee Billing	10,800.00
			10,800.00
		Total Due:	\$10,800.00

PAYMENT IS DUE WITHIN 30 DAYS OF INVOICE DATE

Bank Name: Citizens Bank NA - Account Name: CHA Consulting, Inc.
Account #: 4011254230 ABA #: 021313103

Supporting remittance information should be sent via email to remittances@chacompanies.com

PO Box 845746, Boston, MA 02284-5746, Worksource - 845746

T 518.453.4500 • F 518.458.1735 • www.chacompanies.com



November 1, 2021

David Williams
Town of Sherborn, MA
19 Washington Street
Sherborn, MA, 01770

RE: CHA Invoice 39202-06 Backup

David:

At the request of the Library Building Committee, CHA has prepared the following detail in support of the referenced invoice. We hope this additional information will assist the Town in processing payment.

Invoice No. 39202-06 for services through July 30, 2021

- Prepare presentation and attend LBC meeting, follow-up on action items
- Prepare for and attend weekly OAC meetings on site; review and suggested edits to meeting minutes
- BCG schedule review: monthly update master and weekly lookahead – provide discrepancy comments
- Review and resolution of ongoing project issues, RFI, and submittal coordination
- Ongoing potential change order review
- Monthly payment requisition review & processing
- Invoices tracking, review and approval
- Manage Owner, Contractor, Recover Contractor e-mail and letter correspondence
- Weekly review of site conditions/quality control, site photos
- Assistance to Town Counsel re: general contractor
- Owner FF&E/Furniture storage coordination
- Owner IT/AV vendor planning and coordination
- 3rd party owner's construction testing company coordination

Please inform me if additional detail is required or if there are further concerns with the noted invoice. If there are none, we appreciate your prompt payment of the overdue invoice including amounts contained therein.

Sincerely,

A handwritten signature in black ink, appearing to read 'S.W. Brown', written in a cursive style.

Steven W. Brown

cc: J. Kolb, S. Sweeney, M. McNulty, S. Bragg



Town of Sherborn, MA
19 Washington Street
Sherborn, MA 01770

August 31, 2021
Project No: 039202.000
Invoice No: 39202-07

Project 039202.000 Sherborn Library Renovation
Professional Services through August 27, 2021

Description	Contract Amount	Percent Complete	Total Fee Earned	Previous Amount	Current Amount
Project Management Services	150,000.00	99.6667	149,500.00	145,500.00	4,000.00
Total Fee	150,000.00		149,500.00	145,500.00	4,000.00
				4,000.00	
			Total Due:	\$4,000.00	

PAYMENT IS DUE WITHIN 30 DAYS OF INVOICE DATE

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Account #: 4011254230 ABA #: 021313103

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November 1, 2021

David Williams
Town of Sherborn, MA
19 Washington Street
Sherborn, MA, 01770

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Sincerely,

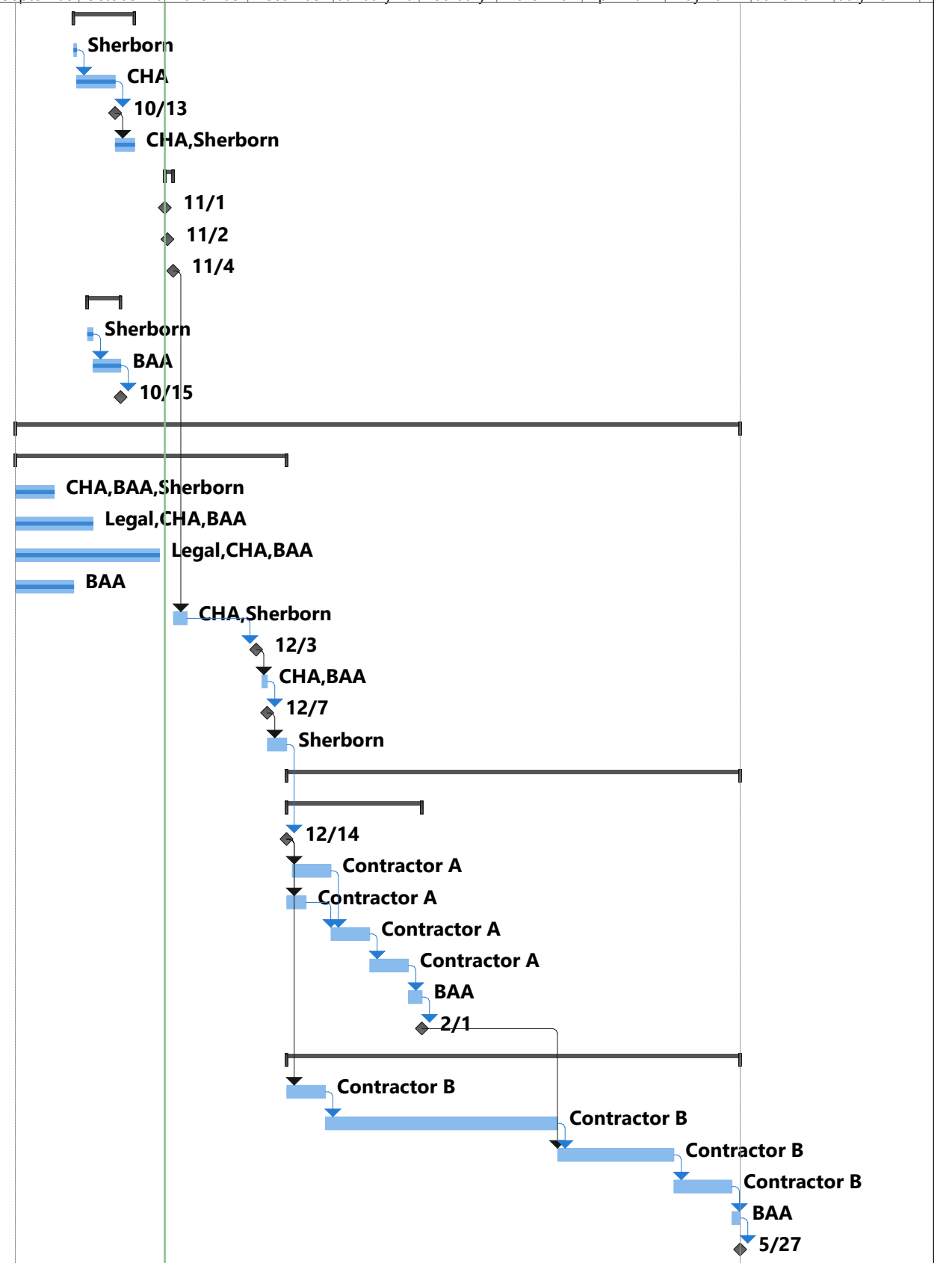
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Steven W. Brown

cc: J. Kolb, S. Sweeney, M. McNulty, S. Bragg

Town of Sherborn
Sherborn Library: ACM Demo & Ductwork Replacement Schedule

ID	WBS	Task Name	Duration	Start	Finish	Predecessors	August 2021	September	October 2021	November	December	January 2022	February	March 2022	April 2022	May 2022	June 2022	July 2022	A
1	1	Estimating	16 days	Wed 9/29/21	Wed 10/20/21														
2	1.A	NTP to CHA	1 day	Wed 9/29/21	Wed 9/29/21														
3	1.B	Perform Estimate	2 wks	Thu 9/30/21	Wed 10/13/21	2													
4	1.C	Estimate Published	0 days	Wed 10/13/21	Wed 10/13/21	3													
5	1.D	Estimate Review & VE (if necessary)	5 days	Thu 10/14/21	Wed 10/20/21	4													
6	5	Town Confirmation of Budget/Funds - Approval to Proceed	3 days	Mon 11/1/21	Thu 11/4/21														
7	5.A	LBC Meeting (Vote to Proceed)	0 days	Mon 11/1/21	Mon 11/1/21														
8	5.C	Trustees Meeting (Review LBC rec./vote to proceed)	0 days	Tue 11/2/21	Tue 11/2/21														
9	5.B	Town Select Board Meeting (Review rec. To proceed)	0 days	Thu 11/4/21	Thu 11/4/21														
10	2	Existing Conditions Assessment & Documentation	10 days	Mon 10/4/21	Fri 10/15/21														
11	2.A	NTP to BAA	2 days	Mon 10/4/21	Tue 10/5/21														
12	2.B	Assessment documentation & report development	8 days	Wed 10/6/21	Fri 10/15/21	11													
13	2.C	Publish Report	0 days	Fri 10/15/21	Fri 10/15/21	12													
14	3	ACM Removal & Demolition	188 days	Wed 9/8/21	Fri 5/27/22														
15	3.A	Bidding	70 days	Wed 9/8/21	Tue 12/14/21														
16	3.A.1	Confirm Bidder List	2 wks	Wed 9/8/21	Tue 9/21/21														
17	3.A.2	Front End Development: General/Supp Conditions	4 wks	Wed 9/8/21	Tue 10/5/21														
18	3.A.3	Confirm Sequence of Work (Legal)	38 days	Wed 9/8/21	Fri 10/29/21														
19	3.A.4	Bid Document Development	3 wks	Wed 9/8/21	Tue 9/28/21														
20	3.A.5	Organize & Issue Request for Quotes	3 days	Thu 11/4/21	Mon 11/8/21	9													
21	3.A.6	Bids/Quotes Due	0 days	Fri 12/3/21	Fri 12/3/21	20FS+19 day													
22	3.A.7	Confirm Eligibility/Responsibility	2 days	Mon 12/6/21	Tue 12/7/21	21													
23	3.A.8	Town Approval/Issue Intent to Award Contract	0 days	Tue 12/7/21	Tue 12/7/21	22													
24	3.A.9	Execute Contract (bonds/insurances)	5 days	Wed 12/8/21	Tue 12/14/21	23													
25	3.B	Construction	118 days	Tue 12/14/21	Fri 5/27/22														
26	3.B.8	Abatement & Demo	35 days	Tue 12/14/21	Tue 2/1/22														
27	3.B.8.1	Issue Notice-to-Proceed	0 days	Tue 12/14/21	Tue 12/14/21	24													
28	3.B.8.2	Mass DEP 10-day notification	10 days	Fri 12/17/21	Thu 12/30/21	27FS+2 days													
29	3.B.8.3	Submittals	1 wk	Wed 12/15/21	Tue 12/21/21	27													
30	3.B.8.4	Abatement	2 wks	Fri 12/31/21	Thu 1/13/22	28,29													
31	3.B.8.5	Demolition	2 wks	Fri 1/14/22	Thu 1/27/22	30													
32	3.B.8.6	Issue Punchlist	3 days	Fri 1/28/22	Tue 2/1/22	31													
33	3.B.8.7	Substantial Completion	0 days	Tue 2/1/22	Tue 2/1/22	32													
34	3.B.10	Ductwork Replacement	118 days	Wed 12/15/21	Fri 5/27/22														
35	3.B.10.2	Submittals	2 wks	Wed 12/15/21	Tue 12/28/21	27													
36	3.B.10.2	Fabricate & Delivery	12 wks	Wed 12/29/21	Tue 3/22/22	35													
37	3.B.10.2	Ductwork Replacement	6 wks	Wed 3/23/22	Tue 5/3/22	36,33													
38	3.B.10.2	Testing & Balancing (in harmony w/ 5Star)	3 wks	Wed 5/4/22	Tue 5/24/22	37													
39	3.B.10.2	Issue Punchlist	3 days	Wed 5/25/22	Fri 5/27/22	38													
40	3.B.10.2	Substantial Completion	0 days	Fri 5/27/22	Fri 5/27/22	39													



SHERBORN LIBRARY PROJECT BUDGET ANALYSIS & COST PROJECTIONS

		Budget Dec 2015	Adjustment	Current Budget	Spent to Date	Committed to Date	Previous Forecast	7/12/21 Forecast (cost of replacment work \$0)	DELTA	Current Forecast (including \$0K replacement cost of work)	DELTA
GENERAL CONSTRUCTION											
101	General Contractor (Thru CO #22)	\$6,652,037	\$1,298,178	\$7,950,215	\$7,289,068	\$7,950,215	\$7,977,358	\$7,991,357	\$13,999	\$7,991,357	\$0
101.1	COST OF WORK CCD #15 ABATEMENT & DUCT REPLACEMENT									\$0	\$0
102	HAZMAT Abatement	\$0	\$32,415	\$32,415	\$32,415	\$32,415	\$32,415	\$32,415	\$0	\$32,415	\$0
103	Construction Contingency (5% of Construction)	\$332,602	(\$332,602)	\$0			\$0	\$0	\$0	\$0	\$0
XXX	BCG Open CRs Forecast			\$0			\$72,896	\$72,896	\$0	\$115,776	\$42,880
	Construction Subtotal	\$6,984,639	\$997,991	\$8,132,718	\$7,321,483	\$7,982,630	\$8,082,669	\$8,096,668	\$13,999	\$8,139,548	\$42,880
CONSTRUCTION RELATED COSTS											
	<u>Infrastructure/Maintenance</u>										
201	Site Utilities/Septic System	\$65,000	\$0	\$0	\$2,965	\$2,965	\$2,965	\$2,965	\$0	\$2,965	\$0
202	Site Improvements/Landscaping										
203	Utility Backcharges (Add TH Transformer)	\$20,000	\$0	\$56,363	\$61,122	\$61,122	\$80,000	\$80,000	\$0	\$80,000	\$0
204	Property Acquisitions										
	<u>Local Regulatory</u>										
301	Permits & Fees										
302	Conservation/Site Review										
	<u>Info Systems/Telecommunications</u>										
401	Tel/Data/Security (Cabling/WAP Devices)	\$20,000	\$0	\$78,451	\$55,971	\$55,971	\$88,451	\$88,451	\$0	\$88,451	\$0
402	Computer/Technology Equipment	\$30,000	\$0	\$30,000	\$0	\$0	\$30,000	\$30,000	\$0	\$30,000	\$0
	<u>Furnishings / Fixtures /Equipment</u>										
501	AV Equipment	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000	\$10,000	\$0	\$10,000	\$0
502	Steel Shelving/End Panels/Furnishings	\$270,900	\$0	\$299,430	\$121,321	\$121,321	\$309,430	\$344,430	\$35,000	\$344,430	\$0
707	Moving/Storage/All WB Mason	\$30,000	\$56,000	\$86,000	\$168,809	\$168,809	\$218,000	\$243,000	\$25,000	\$243,000	\$0
504	Signage	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000	\$25,000	\$0	\$25,000	\$0
	Construct. Related Subtotal	\$470,900	\$56,000	\$585,244	\$410,188	\$410,188	\$763,846	\$823,846	\$60,000	\$823,846	\$0
DESIGN CONSULTANTS											
601	Architectural Services (thru March 22 + 30K closeout thru June 22)	\$682,120	\$0	\$1,039,453	\$1,933,988	\$861,709	\$1,990,678	\$2,301,678	\$311,000	\$2,324,246	\$22,568
602	Architectural Reimbursables	\$10,000	\$0	\$10,000	\$0	\$2,572	\$10,000	\$12,500	\$2,500	\$12,500	\$0
604	Interior Design / Enhancements	\$0	\$0	\$27,680	\$0	\$0	\$27,680	\$27,680	\$0	\$27,680	\$0
605	Geotechnical Consultant & Borings	\$5,000	\$0	\$6,477	\$6,477	\$6,477	\$6,477	\$6,477	\$0	\$6,477	\$0
606	Surveyor (Campus Underground)		\$0	\$10,350	\$28,752		\$35,000	\$35,000	\$0	\$35,000	\$0
608	Civil Engineering / Drainage Design	\$10,000	\$0	\$16,020	\$0	\$0	\$16,020	\$16,020	\$0	\$16,020	\$0
610	IT Consultant	\$0	\$4,902	\$4,902	\$2,443	\$2,443	\$4,902	\$4,902	\$0	\$4,902	\$0
612	LEED Engineer (w/Energy Model)	\$60,100	\$0	\$55,100		\$55,100	\$55,100	\$55,100	\$0	\$55,100	\$0
615	HAZMAT Engineering / Monitoring	\$6,000	\$0	\$6,000	\$0	\$0	\$6,000	\$36,000	\$30,000	\$36,000	\$0
615	NP DES Permit - NOI (if required)	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
616	Enhanced Commissioning	\$24,000	(\$5,250)	\$18,750	\$12,500	\$18,750	\$18,750	\$18,750	\$0	\$18,750	\$0
617	Building Envelope Consultant			\$12,800	\$61,364		\$60,000	\$60,000	\$0	\$60,000	\$0
618	Other Design Consults. (Robert Evans Murals)			\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$0	\$3,750	\$0
	Design Consult. Subtotal	\$802,220	(\$348)	\$1,211,282	\$2,049,274	\$950,801	\$2,234,357	\$2,577,857	\$343,500	\$2,600,425	\$22,568
MANAGEMENT AND SUPPORT SVC.											
701	Design Technique OPM	\$175,000	\$0	\$422,800	\$493,578	\$422,800	\$493,578	\$493,578	\$0	\$493,578	\$0
701a	Daedalus Projects OPM (thru June 2022)			\$196,000	\$80,700	\$160,000	\$196,000	\$334,800	\$138,800	\$349,800	\$15,000
702	Project. Mgmt Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
703	Clerk of the Works/Field Inspection (in #701)			\$0			\$0	\$0	\$0	\$0	\$0
704	LEED Registration	\$5,000	\$0	\$4,200		\$0	\$4,200	\$4,200	\$0	\$4,200	\$0
705	Material Testing	\$15,000	\$0	\$17,000	\$29,783	\$29,783	\$35,000	\$35,000	\$0	\$35,000	\$0
706	Legal/Bonding	\$0	\$0	\$50,000	\$213,445	\$213,445	\$238,000	\$288,000	\$50,000	\$288,000	\$0
708	Temporary Space Lease (thru _____)	\$50,000	\$6,393	\$56,393	\$39,193	\$39,193	\$45,000	\$45,000	\$0	\$45,000	\$0
708a	Temporary Space Fit-out	\$0	\$0	\$14,877	\$14,877	\$14,877	\$14,877	\$14,877	\$0	\$14,877	\$0
708b	Eagle Storage Trailer (thru _____)			\$6,115	\$8,726	\$8,001	\$11,501	\$11,501	\$0	\$11,501	\$0
709	Project Printing (Bid Documents)	\$10,000	(\$9,299)	\$701		\$0	\$1,500	\$1,500	\$0	\$1,500	\$0
710	Other Support Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Mgmt & Support Subtotal	\$255,000	(\$2,906)	\$768,086	\$880,302	\$888,099	\$1,039,656	\$1,228,456	\$188,800	\$1,243,456	\$15,000
OTHER FEES & EXPENSES											
801	Misc. fees & expenses	\$10,000	\$0	\$16,498	\$57,559	\$57,559	\$88,000	\$88,000	\$0	\$88,000	\$0
802	Builder's Risk (\$24K - Funded by Town)	\$0	\$0	\$24,000	\$28,147	\$28,147	\$66,147	\$66,147	\$0	\$66,147	\$0
	Subtotal	\$10,000	\$0	\$40,498	\$85,706	\$85,706	\$154,147	\$154,147	\$0	\$154,147	\$0
	TOTAL BEFORE CONTINGENCY	\$8,522,759	\$1,048,237	\$10,735,329	\$10,746,953	\$10,220,106	\$12,274,675	\$12,880,975	\$606,299	\$12,961,423	\$80,448
901	PROJECT CONTINGENCY (2% of Appv'd 12/15 Budget)	\$170,455	(\$170,455)	\$0			\$500,000	\$500,000	\$0	\$500,000	\$0
	PROJECT TOTAL	\$8,693,214	\$877,782	\$10,735,329	\$10,746,953	\$10,220,106	\$12,774,675	\$13,380,975	\$606,299	\$13,461,423	\$80,448
<i>Total Funding 6/17/21 report \$10,927,810</i>								\$12,774,675			
Net Budget Adjustment:								\$606,299			

Sherborn Library
Prospective Bidder List
Abatement Ductwork Replacement Scope

Division	Company Name	Contact Name	Email Address	Interest	DCAMM	>10 Evals
HVAC Prime	Apex Corp	Marc Sacco	marc@apexhvac.com	y	95	y
HVAC Prime	EM Duggan Inc	Richard Armistead	rarmistead@emduggan.com	y	96	y
HVAC Prime	Fred Williams Inc	Bill Welch	wwelch@fwilliams.com	y	96	y
HVAC Prime	General Air	Gary Jean	gjean@general-air.net	y	92	y
HVAC Prime	Harry Grodsky & Co Inc	Dave Streeter	dstreeter@grodsky.com	y	94	y
HVAC Prime	JC Cannistraro	Eddy Delcarmen	edelcarmen@cannistraro.com	y	95	y
HVAC Prime	NB Kenney Company Inc	Tyler Dejadon	tdejadon@nbkenney.com	y	91	y
HVAC Prime	Northeastern Mechanical Inc	Shawn Downing	sdowning@northeasternmech.com	y	96	y
HVAC Prime	Patrick J Kennedy & Sons Inc	Joseph Bourgeault	jbougeault@pkennedy.com	y	93	y
HVAC Prime	Peak Mechanical Services	Cori Flanagan	invite@peakmech.com	y	93	y
HVAC Prime	PJ Dionne	Chris Hill	chrish@pjdionne.com	y	93	y
	Preferred					