

**FORM A**  
**TOWN OF AYER CAPITAL BUDGET REQUEST FORM**

Police Department


FISCAL YEAR: 2024

Please list each capital request on this form with a dollar amount and in the appropriate year. Then complete a Form B for each request appearing on this sheet.

	Item Requested	FY24	FY25	FY26	FY27	FY28
1	Upgrade Locker Rooms	\$115,119				
2	Upgrade Admin Office Furniture		Estimate \$27,500+			
3	Replace Detective / Utility Vehicle			Estimate: \$63,800		
4	Replace Station Sign				Estimate: \$55,000+	
5	Upgrade Community Room Furniture					Estimate \$15,000+
Yearly Totals		\$115,119	\$27,500	\$63,800	\$55,000	\$15,000

Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

  
10/27/22

FORM B

TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT: Police Department

FISCAL YEAR: 2024

Please provide written explanation and justification and any appropriate backup materials that would be necessary to understand and consider this request.

Fiscal Year of Request: 2024

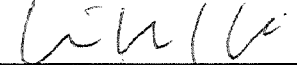
Item or Project: Upgrade Locker Rooms

Explanation of Request: Replace / Upgrade Sworn Employees Locker Room Area.

Cost Justification: The current lockers are a little more than sealed metal boxes that do not allow for proper ventilation or efficient storage of the officers' equipment and uniforms. This creates a breeding ground for mold, mildew, offensive odors and bacteria. Officers struggle to find space to store and charge items elsewhere, which can lead to not having equipment at the ready. These lockers were initially installed in 1997 and many of the mechanical components are failing.

Benefit to the Town: The health and readiness of our department and its officers is of the utmost importance. A better ventilated locker system that stores equipment properly, will ensure our equipment lasts longer thus cutting down on some replacement costs and reduce potential employee illnesses.

Alternative: None Available

Department Head Signature:   
Date: 10/27/22



# AYER POLICE DEPARTMENT

MARK WENCIS  
OCTOBER 27, 2022



# CORPORATE OVERVIEW

## STORAGE SOLUTIONIST

Donnegan Systems was established in 1976 and is a storage solutions provider offering space planning and innovative storage solutions. We handle various industrial, distribution, manufacturing, office, public safety, agriculture, higher education, healthcare, and commercial projects in the New England and Eastern New York markets.

Donnegan Systems is a leader in providing value-added storage solutions to our customers by creating a successful partnership with them throughout the entirety of the project. We pledge to establish lasting relationships with our customers by exceeding their expectations and gaining their trust through exceptional performance by every member of the Donnegan Systems team.

## OUR MISSION

Dedication to providing quality products, technical and management services to our customers. We will strive to implement a long-term relationship with our clients based on safety, quality, timely service, and anticipating their needs. To help fulfill this mission, we will treat all employees fairly and involve them in the quality improvement process to insure responsiveness and cost-effective work execution.





## TESTIMONIAL

"Your crew finished up yesterday afternoon. I'd like to let you know how much we appreciated their speed and professionalism with the installation. It looked like a huge job to us, but they made it look easy.

Thanks for all your help and looking forward to working with you with future projects." - *Chief of Police*

"I just wanted to pass along my complements on the fine work your crew did in delivering, assembling, and placing the new locker system for us. The foreman on the job was very personable, and extremely efficient and accommodating. He checked with my Colleague and I throughout the project to ensure everything was placed and assembled to our specs, and at the end, did a walkthrough to show us all the features of the new locker system. And not only did they clean up all the shipping material, but they left the room cleaner than when they arrived.

We were very impressed, and they did a first class job of represented your company." - *Management Assistant*



# AYER POLICE DEPARTMENT

JEN BIGELOW

54 PARK STREET  
AYER, MA 01432

Thank you very much for this opportunity and your business!

Date:	October 27, 2022
Proposal:	DONN-1234
Presented by:	Mark Wencis
Office:	(800)222-6311 ext. N/A
Cell:	(508)320-7186
Fax:	(508)393-3974
Website:	<a href="http://www.donnegan.com">www.donnegan.com</a>

**It is understood that the recommendations herein are intended for consideration only by your organization and that the detailed operating advantages are obtainable through the integrated utilization of Donnegan Systems, Inc.'s products and services. Under no circumstances should this information be supplied to anyone not authorized by Donnegan Systems, Inc.**

**Donnegan Systems, Inc.  
170 Bartlett Street  
Northborough, MA 01532**

*\* This proposal is valid for 14 days*



# SUMMARY

## **Objective**

Ayer Police Department has reached out to Donnegan Systems for assistance in the design and renovation of their Men and Women's Locker Rooms.

## **Solution**

- Donnegan Systems to provide Personal Storage Lockers with Slope Tops and electrical for both Men and Women's Locker Rooms.



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# 1

## EQUIPMENT SPECIFICATIONS

### **Men's Locker Room**

- (5) 4T Personal Storage Duty Lockers
- 72 x 24 x 24D
- Hasp - Single Door
- 4"H Base and Slope Tops

### **Women's Locker Room**

- (2) 4T Personal Storage Duty Lockers
- 72 x 24 x 24D
- Hasp - Single Door
- 4"H Base and Slope Tops



# 2

## INVESTMENT PROFILE

All Rooms for pricing	Total Price
<b>Product:</b> <ul style="list-style-type: none"><li>Spacesaver Lockers : - \$74,200</li></ul>	\$74,200.00
<b>Installation:</b> <ul style="list-style-type: none"><li>Donnegan Systems, Inc. to deliver and install (7) 4T Personal Storage Duty Lockers.</li><li>Installation to take place during normal business hours</li><li>Non-Union Rate</li></ul>	\$15,500.00
<b>Freight:</b> <ul style="list-style-type: none"><li>SHIPPER PREPAYS FREIGHT – ADDS TO CUSTOMER INVOICE</li><li>Due to volatility in freight charges, the shipping cost provided on this quote is an ESTIMATE only. Freight costs and the number of truckloads may change. The actual freight cost will be charged at the time of shipment OR on the final invoice.</li></ul>	\$5,200.00
<b>Total Price</b> * State Sales Tax, if applicable, is not included *	<b>\$94,900.00</b>

## Chief Brian Gill

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**From:** Mike Melanson <mmelanson@donnegan.com>  
**Sent:** Thursday, October 27, 2022 4:27 PM  
**To:** Jen Bigelow  
**Cc:** Chief Brian Gill  
**Subject:** RE: Locker Room Reno - Ayer

Hi Jennifer,

Thanks for taking the time to speak with me. I have confirmed that the lockers have combination locks, the electrical components and are ready for ventilation. Here is the breakdown for the different areas:

Storage Lockers-F1 on Drawing

\$6,137.00

Men's Lockers

\$53,981.00

Women's Lockers

\$14,082.00

Please let me know if you have any questions or need any other information.

Mike

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**From:** Jen Bigelow [mailto:jbigelow@ayer.ma.us]  
**Sent:** Thursday, October 27, 2022 3:09 PM  
**To:** Mike Melanson  
**Cc:** Chief Brian Gill  
**Subject:** Re: Locker Room Reno - Ayer

I left you a voicemail.

Feel free to call my cell, 978-514-0460

Sent from my iPhone

On Oct 27, 2022, at 15:01, Jen Bigelow <jbigelow@ayer.ma.us> wrote:

Yes. Thank you.

I have a few questions.

Deputy

Sent from my iPhone

On Oct 27, 2022, at 14:58, Mike Melanson <mmelanson@donnegan.com> wrote:





# 3

## CUSTOMER ACCEPTANCE

### FINISH SELECTION & ORDER ENTRY PROCESS

#### **Finish Selection:**

End Panels: \_\_\_\_\_ (if applicable, see appendix)  
Shelving: \_\_\_\_\_ (if applicable, see appendix)  
Lockers: \_\_\_\_\_ (if applicable, see appendix)  
Type of Floor Covering: \_\_\_\_\_ (if applicable, see appendix)

#### **Order Entry Checklist:**

Sign off on drawing: \_\_\_\_\_  
Sign off on proposal description: \_\_\_\_\_  
Submittal of purchase order: \_\_\_\_\_  
Submittal of one-half deposit: \_\_\_\_\_



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## Acceptance

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**Donnegan Systems, Inc.** President Donnegan Systems

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**Donnegan Systems, Inc.** Mark Wencis

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**Customer:** Ayer Police Department

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*Notes:*

- 1. Please circle or fill in the above selections at the time of order placement.*
- 2. Pricing is based on standard finish selections. All custom paint finishes (indicated by bold print or in the metallic family) have an up-charge.*
- 3. It is the customer's responsibility to see that the above checklist items have been addressed before the submittal of the purchase order.*

**Purchase Orders:**

Purchase orders should be made out to the following:

Donnegan Systems, Inc.  
170 Bartlett Street  
Northborough, MA 01532  
Fax# (508)393-5601

Please include finish selections, ship to address, contact name and phone number on your purchase order.

**Installation and Support:**

All installation work is performed by insured and factory-trained system installers, ensuring high-quality workmanship and accountability. Donnegan Systems, Inc. will coordinate installation with your schedule. All labor is based on straight time labor during normal working hours (7 a.m. to 3:30 p.m.). If overtime is required, additional costs will be incurred.

**Terms and Conditions:**

Enclosed are the standard terms and conditions of Donnegan Systems, Inc. Please note that a non-refundable down payment of one-half of the contract amount is due within ten calendar days of contract award.

**Leasing Options:**

Leasing options are now available. Leasing payment plans eliminate the need to fund the total purchase price, maintain your company's capital, and free up valuable bank credit lines. Please let us know if you want more information about this payment option.



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## SCHEDULE OF VALUES

### **Schedule of Contract Values**

Donnegan Systems, Inc.

Project Name: Ayer Police Department

Total Project Value: **\$94,900.00** \* Does not include State Sales Tax

Item No.	Description of Work	Total
1.	½ Deposit for Material Release - Due at time of order	\$47,450.00
2.	2 <sup>nd</sup> Payment - Due on shipment of product from manufacturer	\$23,725.00
3.	3 <sup>rd</sup> Payment - Due upon completion of product installation	\$23,725.00
<b>Grand Total:</b>		<b>\$94,900.00</b>





# 5

## STANDARD TERMS AND CONDITIONS

The following are the standard terms and conditions of sale for Donnegan Systems, Inc., and will necessarily be made part of any contract resulting from this proposal.

### **FIELD VERIFICATION:**

In the event that Donnegan Systems cannot take field dimensions before placing the order with the manufacturer, the customer will incur additional costs if the as-built drawings differ from the original design drawings.

### **DELIVERY (Dock, Elevator and Dumpster):**

Donnegan Systems, Inc. will notify your designated contact person twenty-four (24) hours prior to delivery. Dock space and/or elevator availability will be arranged by you and made available at no cost to Donnegan Systems, Inc. A dumpster for removal of all shipping and packing materials will be provided at no charge to Donnegan Systems, Inc. the dumpster must be conveniently located and easily accessible at all times during the installation of the equipment.

### **STORAGE:**

If, for any reason, you are not ready to receive the materials and storage is required, storage and handling fees will be added to your invoice.

### **SPACE REQUIREMENTS:**

The space shall be ready for installation and free and clear of all obstructions. If it is not and there is a resulting delay, then the additional person-hours will be billed. The space shall be adequately lit. If additional lighting is required to perform the work safely, the additional cost will be invoiced. It is your responsibility to be certain the space is suitable for the installation of this equipment, i.e., adequate fire protection, clearances, and floor load capacity.

### **FIRE CODE:**

It is the customer's responsibility to verify that the shelving system height is verified on-site prior to placing the purchase order to ensure that proper clearance is maintained.

### **FREIGHT:**

Due to volatility in freight charges, the shipping cost provided on this quote is an ESTIMATE only. Freight costs and the number of truckloads may change. The actual freight cost will be charged at the time of shipment OR on the final invoice. This estimate assumes the product ships in an enclosed van. The freight estimate does NOT include flatbed truck, special equipment, special skidding, or packaging unless the customer specifies at the time of the quote request. Additional charges such



as detention fees, re-consignment, refusal/re-delivery, and other unforeseen carrier charges will be added to final freight billing. Shipping and delivery dates are approximate and are not a guarantee of shipment or delivery on any particular date. Time shall not be of the essence of the contract. Seller shall not be liable for delays in or failures of delivery due to strikes or labor troubles, supplier's delays, accidents, fire, flood, acts of God, action by a governmental authority, changes requested by Buyer, or other causes beyond its reasonable control. Suppose the shipment is delayed at the request of the Buyer. In that case, the Buyer shall make payment as though shipment had been made as specified and for any expenses incurred by Seller due to Buyer's request in delaying shipment; and the material shall be stored at the Buyer's risk and subject to reasonable storage charges.

**INSTALLATION:**

Installation is in addition to the price of the materials. Labor is planned as straight time unless otherwise noted. Overtime occurring not at Donnegan Systems, Inc.'s discretion will be added to your invoice.

**TAXES:**

All applicable sales taxes, as required by law, will be billed.

**PAYMENT:**

This system has been specially designed and will be specially manufactured for your unique requirements. A non-refundable down payment of 50% of the contract amount is due with order, 25% upon shipment from the manufacturer, and the balance 30 days after acceptance. One and one-half (1 1/2) percent interest per month will be charged on any unpaid balance after thirty (30) days. A hold-back of reasonable value is allowed if the installation is not totally complete upon final invoicing without incurring interest charges.

**WARRANTY:**

The system is warranted against defects in materials in accordance with the given manufacturer's warranty.

**INSURANCE CERTIFICATES, PERMITS AND FEES**

We reserve the right to pass on any additional costs to obtain insurance certificates, building permits, or miscellaneous fees that have not been previously identified and/or specified in our proposal but are required to complete the project.

**CHANGE ORDERS AND OR CANCELLATION:**

If, for any reason, you cancel the order, any cancellation, restocking, and handling charges will be invoiced. Change orders requested after receiving your purchase order may also incur additional charges.



# 6

## CONDITIONS OF CONTRACT

1. It is agreed by the purchaser that this contract, when accepted by the seller, is not subject to cancellation or to any verbal agreement or condition not stipulated in writing on it, and that
2. Title to the goods described on the fact hereof shall not pass until the purchase price is paid in full. The purchaser hereby grants a security interest in said goods to secure payment and performance to the seller. It is mutually agreed that the billing of such goods is for convenience only; and does not carry the title with it, and that
3. In case of default of payment, or in case of removal of said goods or any part thereof without the consent of the seller, or in the event the purchaser shall mortgage or part with the possession of the said property, voluntarily or involuntarily, without the consent of the seller, the latter shall have the right to resume immediate possession of same wherever it may be found, and remove it with or without process of law, and may declare this agreement terminated and may retain all money paid hereunder as liquidated damages and rental for said goods. In the event a claim is placed in an attorney's hands for collection or in the event of litigation, a reasonable attorney's fee and cost shall be added to it, and that
4. In the event that the sale or use of the merchandise herein is subject to any Federal, State, Municipal, or other tax, now or hereafter enacted, the amount of any such tax shall be added to the purchase or rental price.
5. The seller shall not be liable for any delay in shipment or for failure to deliver the goods covered hereunder because of fire, strikes, war, or other emergencies, whether national or state, or due to controls, laws, or regulations issued by any Nation or State, or any political subdivision thereof, or other causes beyond its control. IN NO EVENT SHALL THE SELLER BE LIABLE FOR INDIRECT OR CONSEQUENTIAL DAMAGES SUCH AS BUT NOT LIMITED TO LOSS OF ANTICIPATED PROFITS OR OTHER ECONOMIC LOSS IN CONNECTION WITH OR ARISING OUT OF THE EXISTENCE, FURNISHING, FAILURE TO FURNISH, FUNCTIONING, OR CUSTOMER'S USE OF THE GOODS.
6. All claims for shortage must be made within five (5) days from receipt of goods.
7. Any Equipment sold hereunder is warranted to be in satisfactory operating condition when delivered. Should any part prove defective in material or workmanship during the warranty period, replacement of same will be made without charge. Buyer shall permit full and free access to perform these services when equipment is not portable; otherwise, Buyer shall return equipment for service at





its expense. This warranty does not include replacing parts due to misuse, neglect, damage, burned-out motors, or fuses.

THE FOREGOING WARRANTY AND LIMITATIONS ARE EXCLUSIVE REMEDIES AND ARE IN LIEU OF ALL OTHER WARRANTIES EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

8. To the extent any other written agreement between the parties specifically covering the sale of equipment goods is inconsistent, and such other written agreement shall take precedence over these standard conditions.

9. This contract is subject to our credit department approval. This quotation is made for immediate acceptance and is subject to change without notice. If based on specially printed forms, it presupposes your acceptance of overruns or underruns not exceeding 10% of the quantity ordered.

10. Deliveries are subject to delays from fires, strikes, and other causes beyond our control. We reserve the right to correct clerical errors.

11. This contract shall be construed in accordance with the Laws of the Commonwealth of Massachusetts.

12. Payment terms are 50% with the order, 25% upon shipment from the manufacturer, and the balance 30 days after acceptance.

13. Under any resulting contract, Donnegan Systems, Inc. will retain a security interest and retain all rights as a secured creditor under the Uniform Commercial Code until all checks have been cleared and payment in full has been received. In the event of default, the customer shall pay all collection expenses, including attorney fees

Accepted:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature

Title: \_\_\_\_\_



# 7

## APPENDIX

**MacGREGOR Electric, LLC**  
**Electrical Contractor**

Residential  
Commercial  
Industrial

Cable TV  
Telephone  
Structured Cable

October 26, 2022

Mr. Charles Shultz  
Director of Facilities Maintenance  
54 Park Street  
Ayer, MA 01432

**RE:** Ayer Police Department Locker room wiring project

Proposal for the installation of additional wiring for:

**Men's locker room:**

24 new lockers to contain 2-20 amp rated plugs and wiring.

1 of the 2 plugs installed per locker will contain multiple USB charging ports

**Female's locker room:**

6 new lockers to contain 2-20 amp rated plugs and wiring.

1 of the 2 plugs installed per locker will contain multiple USB charging ports

**Miscellaneous:**

4 additional 20 amp circuits, supplied and installed to feed new loads from subpanel

1 Electrical permit fee included

**Cost of installation as listed above:** **\$16,918.72**

**TERMS:** Balance due upon completion. **\$16,918.72**

**Condition:** Add 1.5% per month interest & collection fees on balance due over thirty days.  
Including All Attorney Fees!

**Please remit payment to :** **MacGREGOR Electric, LLC.**  
**61 Gratuity Road**  
**Groton, MA 01450**

Sincerely,

Timothy E. MacGREGOR  
President



# Town of Ayer

## Department of Facilities Maintenance



Charles R. Shultz III, Director | Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-833-2301 | [www.ayer.ma.us](http://www.ayer.ma.us) | [crshultz@ayer.ma.us](mailto:crshultz@ayer.ma.us)

To: Brian Gill, Police Chief

From: Chuck Shultz, Facilities Director

Date: October 25, 2022

Re: Integrating ventilated lockers into exhaust plenum chamber

Below is a quote to integrate the Police Station ventilated uniform locker system into the plenum return chamber.

#### Scope:

- (1) Installing 18 in. x 4 ft. silver jacketed R8 flexible insulated ducting in 5 locations
- (2) Tying flex ducting into the lockers exhaust point concealed within the sloped hood atop the locker
- (3) Sealing ventilation into the plenum return chambers
- (4) Framing all exposed ventilation with 1x2 KD and ½ sheet rock
- (5) Mudding, painting, finish work

**Total Cost: \$3,300.00**

#### Notes:

- All HVAC work completed by Renaud HVAC and Control, INC
  - Labor to comply with MA prevailing wage law and per TRD01 specifications
- All framing and finish to be completed in-house by the Ayer Facilities Department

FORM B

TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT: Police Department

FISCAL YEAR: 2025

Please provide written explanation and justification and any appropriate backup materials that would be necessary to understand and consider this request.

Fiscal Year of Request: 2025

Item or Project: Raplace Admin Furniture

Explanation of Request: Replace Aging Adminstrative Office furniture.

Cost Justification: Most of the current office furniture in the adminstrative offices are original to the initial building of the station in 1997. Since then, there has been great advances in office space ergonomics and design. The office manager main work space was previously replaced with re-used dispatch furniture, discarded filing cabinets and other office equipment.

Benefit to the Town: Adequate furniture leads to greater comfort, greater productivity and greater effectiveness. It also puts forth a professional appearance that reflects well on the Town.

Alternative: None Available

Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

W H / 10  
10/27/22

FORM B

TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT: Police Department

FISCAL YEAR: 2026

Please provide written explanation and justification and any appropriate backup materials that would be necessary to understand and consider this request.

Fiscal Year of Request: 2026

Item or Project: Replace 2nd Det Veh, or Util. P/UVeh.

Explanation of Request: Depending of configuration of personnel staffing and the needs of the Town, we will need to replace the 2nd Detective Vehicle, or add a utility pickup type vehicle.

Cost Justification: Depending on staffing the staffing configuration of the department, we may need to replace a line car that has been transferred to the DB, or we may need to replace a phasing out line car with a marked utility / Pickup type vehicle.

Benefit to the Town: Should the Town continue to require the services of a 2nd Detective, that Detective will need reliabe and consistent transportation. As to a utility / pickup type vehicle, members of the PD are often tasked with moving large items that simply do not fit in our marked units, we have relyed on the services of DPW, Fire, Facilities and or using personal vehicles.

Alternative: None Available for Detective Bureau. Continue to request assistance from our partners for instances where utility pickup was needed.

Department Head Signature: \_\_\_\_\_

Date: 10/27/22

FORM B

TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT: Police Department

FISCAL YEAR: 2027

Please provide written explanation and justification and any appropriate backup materials that would be necessary to understand and consider this request.

Fiscal Year of Request: 2027

Item or Project: Replace Department Sign

Explanation of Request: Replace concrete Ayer Police front entrance sign

Cost Justification: The concrete sign advertising the entrance to the Ayer Police Department is original to the building in 1997 and will be 30 years old. As of this date, it is already falling apart and may need some repair to get it to 2027. We would be looking to update the sign to a professional stone / concrete sign with intergated e-messaging capabilities, thus freeing up our mobile sign board we currently use.

Benefit to the Town: First appearances are lasting appearances. Having a modern sign, that does not show signs of disrepair, will be that first impression of a professional town department. Having an integrated e-message capability will assist the town in important community notifications.

Alternative: None Available

Department Head Signature: \_\_\_\_\_

Date: 10/27/22

**FORM B**  
**TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION**

DEPARTMENT:

FISCAL YEAR: 2028

Please provide written explanation and justification and any appropriate backup materials that would be necessary to understand and consider this request.

Fiscal Year of Request: 2028

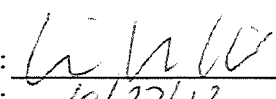
Item or Project: Upgrade Community Room Furniture

Explanation of Request: Replacing the community room furniture that is in various states of replacement and dis-repair.

Cost Justification: The Ayer Police Department Community Room furniture is well used by community groups and the Ayer PD Personnel. Though functional at this point in time, it is expected that the furniture in this room will be in need of replacement by FY28. In looking for replacement furniture, we would be looking maximize space, improve sturdiness, functionality and ergonomics. We would also be looking for furniture that is easily moved and stored when the room needs to be set up in different configurations.

Benefit to the Town: This room is used in many capacities, both by the PD and Public. Keeping this room in a presentable and functional state will allow all that use it the ability to conduct their business in an efficient and professional atmosphere.

Alternative:

Department Head Signature: 

Date: 10/27/22