

**TOWN OF READING**

**MASSACHUSETTS**



**INVITATION FOR BID**

**THIRD-PARTY SITE SURVEILLANCE SERVICES**

**CONTRACT RC-26-04**

Town of Reading  
June 16 2026

**TOWN OF READING**

16 Lowell Street  
Reading, MA 01867  
(781) 942-6696

**THIRD-PARTY SITE SURVEILLANCE SERVICES- CONTRACT RC-26-04**

**Invitation for Bids**

The Town of Reading, Massachusetts invites bids from qualified vendors to provide third-party monitored electronic site surveillance services for the Reading Center for Active Living (ReCAL) construction site. This IFB is issued in accordance with Massachusetts General Laws, Chapter 30B, and applicable Town procurement policies.

Bids will be received at the Town Hall, Town Clerk's office, 16 Lowell Street, Reading, MA 01867 prior to **Tuesday July 7, 2026 at 2:00 p.m.**

The ReCAL construction site is an active municipal construction area containing valuable materials, equipment, and contractor assets. The Town requires a comprehensive after-hours surveillance solution including installation, equipment, monitoring, maintenance, and removal upon project completion to deter and detect theft, vandalism, trespassing, and unauthorized access.

Documents will be available to download from <https://www.readingma.gov/Bids.aspx> on **June 22, 2026, after 10:00 A.M.**

The vendor shall coordinate with the Town and General Contractor to ensure proper installation and ongoing functionality throughout the construction period.

The bidding and award of this Contract will be under the provisions of M.G.L. Chapter 30B.

The Town of Reading reserves the right to reject any and all bids, or to award or not to award the contract for any reason the Town Manager determines to be in the Town's and/or the public's best interest.

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## Section 1

### SCOPE OF SERVICES

#### THIRD PARTY SITE SURVEILLANCE

##### **Project Background:**

The Town of Reading is seeking bids from qualified vendors to provide third-party monitored electronic surveillance services for the Reading Center for Active Living construction site.

The project site is an active municipal construction area containing valuable equipment, building materials, contractor assets, temporary facilities, and restricted-access work zones. The Town requires a comprehensive after-hours site security solution to protect against theft, vandalism, trespassing, unauthorized entry, and other security risks.

The site is fenced and secured with locked access points. The surveillance system must supplement these physical controls and provide independent monitoring by a third-party provider.

##### **Scope of Work:**

The selected vendor shall provide a surveillance solution including all labor, materials, equipment, monitoring services, installation, maintenance, support, and removal upon project completion.

The system must include:

- High-definition cameras with night vision capability, motion detection, intrusion alerts, live video verification, recording capability, and weather-resistant, vandal-resistant equipment suitable for outdoor construction environments.
- Continuous real-time, active monitoring by an independent third-party provider during all non-working hours, including evenings, weekends, and holidays.
- Immediate notification to designated Town and project contacts, and communication procedures when suspicious activity or unauthorized access is detected. Vendors must also be capable of providing written incident reports for all security events.

The vendor shall coordinate installation and operations with the Town, Owner's Project Manager and the General Contractor to ensure compatibility with site logistics, temporary power sources, fencing, construction schedules, and contractor access needs. The vendor will be responsible for verifying all site conditions prior to installation and ensuring that the system remains fully operational throughout the duration of the project.

The Town also requires ongoing maintenance and technical support, including repair or replacement of damaged or malfunctioning equipment, emergency service response for critical failures, and clearly defined response times for service calls. Vendors must provide pricing for both the initial contract term and optional month-to-month expenses.

The surveillance must begin by the time wood framing goes up at the site. This is scheduled to begin the week of August 11 2026. As such, a vendor who is able to provide a timely solution is critical to our operations.

**Site Information:**

Project Name: Reading Center for Active Living

Project Address: Range Road, Reading MA 01867

Estimated Site Size: The site area measures: 70,040 SF. There is a portion of the pickleball site that overlaps with the ReCAL parking lot, and while it is on ReCAL property, it will be used for route utilities and services to pickleball. That portion, indicated by the dashed red panhandle shape on the logistics plan, is 9,345 SF. If that is to be included, the total is: 79,385 SF.

The total lot area and outer limit of J&J work is 118,275 SF

A site logistics plan and project map shall be included with this RFP.

**Monitoring Schedule:**

Monitoring shall be active during all non-working hours including:

- Weekdays:
  - 6:00 PM – 6:00 AM (or as determined by construction schedule)
- Weekends:
  - 24-hour monitoring
- Holidays:
  - 24-hour monitoring

The Town reserves the right to modify monitoring hours based on construction operations.

**Security and Performance Requirements:**

Vendor shall provide:

- Third-party monitoring center details
- Alarm response protocols
- Escalation / communications plan to work with local PD
- Sample incident reports
- False alarm management procedures
- Equipment specifications and camera coverage plan
- Warranty details
- Monthly service cost and installation fees
- Equipment removal plan at project completion

Vendor shall also identify:

- Ownership of recorded footage
- Retention period for all recordings
- Access rights for Town staff
- Data transfer procedures upon project completion

## **Insurance Requirements**

The Town is to be named as an additional insured, and is to be given notice prior to any changes or lapses of insurance coverage.

General Liability: At least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$2,000,000 Annual Aggregate Limit

Workers' Compensation Insurance: Per M.G.L. c. 152 as amended.

Property Coverage: for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.

Umbrella Liability: At least \$2,000,000 / occurrences, \$2,000,000 aggregate

### **EACH BID PACKAGE MUST CONTAIN the following:**

- Price Proposal (Form of General Bid)
- Detailed Pricing breakdown
- A project plan including:
  - Vendor qualifications and experience
  - Equipment specifications
  - Monitoring approach
  - Installation timeline
- Certificates as To Corporate Bidder, Non-Collusion and Tax Compliance
- References as outlined below
- Insurance certificates

### **Vendor References:**

The Town of Reading requires references from towns this program was provided to in the last 3 years. A minimum of three (3) references may be required with respect to the services offered.

All Bids shall remain firm for ninety (90) calendar days after the opening.

Contractors may be investigated by the Town to determine if they are qualified to perform the contract. The investigation will seek to determine whether the contractor is authorized to do business in the Town of Reading, possesses comparable previous experience and whether the contractor's financial resources are adequate to assure the Town that the contract will be completed in accordance with the terms thereof.

## **Section 2 Required Forms**

**FORM OF GENERAL BID**

The undersigned proposes to furnish all labor, materials and equipment to provide the third-party surveillance services at the Reading Center for Active Living construction site.

The bidder agrees that s/he will within seven (7) days, Sundays and holidays excluded, after receipt of a notice of award by the Town, execute the contract in triplicate, and furnish the required insurance certificates, as required by the contract documents, the premiums for which are to be paid by the contractor and are included in the contract price.

**This Bid Includes Addenda Through No. \_\_\_\_\_ :**

Name of Firm: \_\_\_\_\_

**TOTAL DELIVERED PRICE: THIRD-PARTY SITE SURVEILLANCE SERVICES RC-26-04**

TOTAL \_\_\_\_\_ \$ \_\_\_\_\_  
(written) (figures)

By: \_\_\_\_\_  
(Signed Name) (Title) (Date)

\_\_\_\_\_  
(Printed Name) (Title)

Business Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Fed. ID No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Email: \_\_\_\_\_

## Detailed Pricing Breakdown

One-time installation costs				
Item	Description	Quantity	Unit cost	Total cost
Mobilization	Delivery, setup, deployment	1	\$	\$
Camera installation	Installation of surveillance cameras/devices	—	\$	\$
Mounting hardware	Poles, brackets, mounts, supports	—	\$	\$
Power/connectivity setup	Temporary power, cellular backup, networking	—	\$	\$
Lighting integration (if needed)	Integration with existing lighting	—	\$	\$
Site configuration	Camera placement, testing, calibration	1	\$	\$
Initial training	Training for town staff and contacts	1	\$	\$
Other (specify)	_____	—	\$	\$
<b>Total One Time Installation</b>			\$	

Monthly monitoring and service costs		
Item	Description	Monthly Cost
Third-party monitoring	Live remote monitoring during non-working hours	\$
Alert verification	Real-time alarm review and escalation	\$
Incident reporting	Reporting and documentation	\$
System maintenance	Repairs, troubleshooting, replacements	\$
Cellular/data service	Backup communications if applicable	\$
Cloud storage/recording	Video retention and access	\$
Other (specify)		\$
<b>Total monthly service cost:</b>	\$      per month	

Initial contract duration:14 months	
Description	Amount
Total one-time installation cost	\$
Total monthly service cost x contract term	\$
Total contract price	\$
<b>Total proposed contract value:</b>	\$

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
(Name of person signing bid or proposal)

\_\_\_\_\_  
(Name of business)



**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Printed name of person signing bid or proposal

\_\_\_\_\_  
Signature of person signing bid or proposal

\_\_\_\_\_  
Name of business

\_\_\_\_\_  
\*Social Security Number or Federal  
Identification Number

\_\_\_\_\_  
Date

\*Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency

**CERTIFICATE AS TO CORPORATE BIDDER**

I \_\_\_\_\_, certify that I am the  
\_\_\_\_\_ of the Corporation named as bidder in the within Bid  
Form: that \_\_\_\_\_ who signed said Bid Form on behalf of the Bidder  
was then \_\_\_\_\_ of said Corporation, that I know his signature  
and that his signature thereto is genuine and that said Bid Form was duly signed, sealed and  
executed for and in behalf of said Corporation by authority of its governing body.

(Corporate Seal)

Signature: \_\_\_\_\_

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

Ref.: Town of Reading  
Contract No. RC-26-04

### **Section 3 Sample Contract**

**EXAMPLE - CONTRACT FOR SERVICES**

**TOWN:** The Town of Reading  
**TOWN'S REPRESENTATIVE:** Jayne Wellman, Town Manager  
**VENDOR:**  
**PROJECT:** RC-26-04 Third Party Site Surveillance  
**DATE:**  
**CONTRACT AMOUNT:**

The Town hereby accepts the Vendor's proposal to perform services ("Services") in connection with the Project in accordance with and subject to: (i) the Terms and Conditions attached hereto as **Exhibit A**; (ii) Scope of Service attached hereto as **Exhibit B**; and (iii) the salary or hourly rate attached hereto as **Exhibit C**. Collectively, these documents constitute this Agreement.

**COMMENCEMENT OF WORK (check applicable box):**

- This Agreement constitutes a notice to proceed with services.
- Services shall not be performed under this Agreement until the Town so advises the Vendor in writing.

**MINIMUM INSURANCE LIMITS:**

**The Town is to be named as an additional insured**, and is to be given notice prior to any changes or lapses of insurance coverage.

General Liability:

At least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit

Automobile Liability:

At least \$1,000,000 Bodily Injury and Property Damage per accident.

Workers' Compensation Insurance: Per M.G.L. c. 152 as amended.

Property Coverage: for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.

Umbrella Liability: of at least \$2,000,000/ occurrence, \$2,000,000/aggregate.

**CONTRACT TERM:** \_\_\_\_\_

List of Attached Exhibits (check applicable boxes):

Exhibit	A	B	C
Attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PERSONNEL AND SUBCONTRACTORS:**

**VENDOR:**

\_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**TOWN:**

\_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**TOWN:**

\_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **Exhibit A**

### **TERMS AND CONDITIONS**

#### **1. PERFORMANCE OF SERVICES**

All Services of the Vendor shall be performed by qualified personnel. The Vendor's Project team shall consist of those persons identified on page 2 of this Agreement. The employment by the Vendor of additional Staff for any of the Services shall be subject to the prior written approval of the Town. No member of the Project team shall be replaced without the consent of the Town. The Town shall have the right to require the Vendor to remove any personnel from the Project for reasonable cause. The Vendor shall perform its Services in accordance with the highest professional standards of skill, care, and diligence. Without limiting the foregoing, the Town shall have the right to require the Vendor to cease providing Services immediately upon written notice.

#### **2. TIME**

The Vendor shall perform its Services as expeditiously as is consistent with the standards of professional skill and care required hereby. The Vendor shall perform its Services in coordination with the operations of the Town at the Sites specified and with any party engaged by the Town in connection with the Project. It shall be the obligation of the Vendor to request any information necessary to be provided by the Town for the performance of the Vendor's Services. Time is of the essence of this Agreement.

#### **3. REIMBURSABLE EXPENSES**

If out-of-pocket expenses are not included in the Vendor's fee, the Town shall compensate the Vendor for reimbursable expenses actually incurred; provided, however, that reimbursable expenses shall only be eligible for reimbursement if they have been submitted in advance and approved in writing by the Town. The Vendor agrees to use reasonable efforts to minimize expenses which are reimbursable by the Town.

#### **4. VENDOR'S COMPENSATION**

a. Lump Sum. If Services are to be provided on a Lump Sum basis, the total amount of compensation due to the Vendor in consideration of the full performance of Services by the Vendor is the amount set forth on page one of this Agreement. The Town shall pay the Vendor as Services are performed by the Vendor based upon the portion of Services completed.

b. Subject to Appropriation. The obligations of the Town hereunder shall be subject to appropriation on a fiscal year basis. In the absence of appropriation, this agreement shall be terminated immediately without liability of the Town for damages, lost profits, penalties, or other charges arising from early termination.

#### **5. PAYMENT**

The Vendor shall submit, not more often than monthly, statements for fees for Services rendered and reimbursable expenses (stated separately) incurred. The Vendor's statements shall include a description of the Services performed for the period in question with a progress report, and shall be in such form and detail and with such supporting data as the Town may reasonably require to show the computational basis for all charges (including reimbursable expenses), including a statement explaining any substantial deviation from the Vendor's anticipated work schedule, staffing plan and costs. Payment shall be due within thirty (30) days after the Town receives a proper statement. In no event shall the Town be liable for interest, penalties, expenses or attorney's fees. No payment made hereunder shall constitute or be construed as final acceptance or approval of that part of the Services to which such payment relates or relieve the Vendor of any of its obligations hereunder with respect thereto.

## **6. VENDOR'S ACCOUNTING RECORDS**

The Vendor shall keep records pertaining to Services performed (including complete and detailed time records) and reimbursable expenses incurred, employing sound bookkeeping practices and in accordance with generally accepted accounting principles. All records pertaining to Services performed on a time card or unit price basis and reimbursable expenses shall be available to the Town or its authorized representatives for review and audit during normal business hours.

## **7. REPORTS, DRAWINGS, ETC.**

All reports, drawings, plans and other data and material, including computer programs and other material in electronic media (collectively, "Materials") furnished to the Town shall become the Town's property and may be used by the Town (or such parties as the Town may designate) thereafter in such manner and for such purposes as the Town (or such parties as the Town may designate) may deem advisable, without further employment of or additional compensation to the Vendor. The Vendor shall not release or disclose to any third party any Materials produced for the Town without obtaining the Town's prior written consent. At no time shall the Vendor release or disclose to any third party any Materials furnished to the Vendor by the Town in connection with the performance of the Vendor's Services. Upon the expiration or termination of this Agreement for any reason, all Materials and other work product that have been accumulated, developed or prepared by the Vendor (whether completed or in process) shall become property of the Town and the Vendor shall immediately deliver or otherwise make available such Materials to the Town.

## **8. INSURANCE**

The Vendor shall obtain and maintain the following insurance in amounts not less than the Minimum Insurance Limits set forth on page one of this Agreement during all times that the Vendor is performing Services and for at least one year after termination of this Agreement in the case of Commercial General Liability, Worker's Compensation and Employer's Liability insurance, and for at least the applicable period of limitations on actions provided by law in the case of Professional Liability insurance:

- a. Commercial General Liability insurance covering claims for injury to persons and damage to property. Such insurance shall include contractual liability and shall cover the use of all equipment and motor vehicles on the Site or transporting persons, equipment, materials or debris to and from the Site. Products and Completed Operations insurance shall be maintained for at least three years after completion of this Agreement.
- b. Professional Liability insurance for protection from claims arising out of the performance of professional services, including contractual coverage.
- c. Worker's Compensation Liability insurance in amounts not less than those required by law and Employer's Liability insurance.
- d. Automobile Liability insurance applicable for any contractor who has an automobile operating exposure for protection against bodily injury and property damage.
- e. Umbrella Liability insurance following the same form as the Contractor's underlying General Liability, Automobile Liability and Employer's Liability insurance, which shall be maintained for at least three years after completion of this Agreement.

Certificates of insurance evidencing the coverage required hereunder and copies of the policies, together with evidence that all premiums for such insurance have been paid, shall be filed with the Town prior to the commencement of the Services to be rendered by the Vendor hereunder. All such policies and certificates shall be written through companies and in forms acceptable to the Town's lender or lenders, if any. All policies shall contain a provision that coverages afforded by them will not be cancelled or amended until at least thirty (30)

days prior written notice has been given to the Town. In the event that any policy is cancelled or amended, the Vendor shall immediately provide notice to the Town and take all steps necessary to reinstate such policy to conform to the requirements of this Agreement. The insurance provided under clause a, d and e, above, shall name the Town and such other parties as the Town shall require as “Additional Insured” parties. Insufficient insurance shall not release the Vendor from any liability for breach of its obligations under this Agreement.

At the request of the Town, a Subcontractor employed by the Vendor shall obtain and maintain a professional liability insurance policy covering negligent errors, omissions and acts of such Subcontractor or of any person or business entity for whose performance the Subcontractor is legally liable arising out of the performance of the contract for Subcontractor services. The Subcontractor shall furnish a certificate or certificates of such insurance coverage to the Town prior to the employment of such Subcontractor by the Vendor. A liability insurance policy maintained under this paragraph shall provide for coverage of such type and duration and in such amount as the Town shall require.

## **9. INDEMNIFICATION**

To the maximum extent permitted by law, the Vendor agrees to indemnify, defend with counsel acceptable to the Town and save harmless the Town from all suits, actions, claims, demands, damages, losses, expenses and costs, including attorneys’ fees, of every kind and description which the Town may incur or suffer resulting from, in connection with, or arising out of any act, error or omission of, or breach of contractual duties to the Town by, the Vendor, its agents, servants, employees or Subcontractors. The extent of the foregoing indemnification and hold harmless provisions shall not be limited by any provision of insurance required by this Agreement and shall survive the termination of this Agreement.

## **10. COMPLIANCE WITH LAW**

It is the responsibility of the Vendor that the Project be conducted, and that all Services and other work performed by the Vendor hereunder be performed so as to comply with all applicable federal, state and municipal laws, regulations, codes, ordinances and orders, and any permit conditions as to which the Vendor has knowledge, as the same may be in effect as of the time of the performance of such work. In particular, without limitation, the Vendor agrees to comply with (a) all regulations pertaining to approvals for federal and state grants, and with all federal and state environmental laws and regulations, and assist in making any submissions with respect thereto and (b) all applicable requirements of the Massachusetts public construction and procurement laws, which are incorporated by reference herein.

## **11. TERMINATION OF AGREEMENT**

The Town may terminate this Agreement as follows:

- a. Without cause, on ten days’ prior written notice; or
- b. Immediately, by written notice to the Vendor, if the Vendor violates any of the provisions of this Agreement, or fails to perform or observe any of the terms, covenants or conditions of this Agreement, or abandons in whole or in part its Services, or becomes unable to perform its Services, hereunder. For purposes of this Paragraph 11, it is acknowledged that the Vendor’s Services under this Agreement are personal services and may not be assumed by or assigned by a trustee in bankruptcy.

In the event of termination, the Vendor shall promptly deliver to the Town all Materials, including all documents, work papers, studies, calculations, computer programs, data, drawings, plans, specifications and other tangible work product or materials pertaining to the Services performed under this Agreement to the time of termination, and thereupon the Town shall pay to the Vendor any unpaid and undisputed balance owing for Services rendered prior to the date of termination. Any termination of this Agreement shall not affect or impair

the right of the Town to recover damages occasioned by any default of the Vendor or to set off such damages against amounts otherwise owed to the Vendor.

## **12. MISCELLANEOUS PROVISIONS**

- a. Successors and Assigns. Subject to the provisions of Subparagraph (b) below, the Town and the Vendor each binds itself, its partners, successors, assigns, and legal representatives to the other party.
- b. Assignment by Vendor. The Vendor shall not assign, sublet or transfer any of its obligations, responsibilities, rights or interests (including, without limitation, its right to receive any moneys due hereunder) under this Agreement without the written consent of the Town. Any assignment, subletting, or transfer by the Vendor in violation of this Paragraph 12(b) shall be void and without force or effect.
- c. Entire Agreement. This Agreement represents the entire and integrated agreement between the Town and the Vendor with respect to the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Town and the Vendor.
- d. Confidentiality. The Vendor shall not, without the Town's prior written consent, release or disclose any information relating to the Project to anyone except as necessary to perform its duties hereunder.
- e. Certifications. The Vendor shall, from time to time, make such certifications and statements to the Town and to such of the Town's architects, designers, vendors and lenders, and such other parties, as the Town shall reasonably request, in such form as the Town shall reasonably request, provided that the Vendor determines that such certifications are true and correct based upon the Services performed by the Vendor hereunder.
- f. Additional Services. If the Town requests the Vendor to perform additional services beyond the scope of Services hereunder, the Vendor shall perform such additional services only upon obtaining written authorization from the Town including written agreement as to the method and amount of compensation for such additional services.
- g. Disputes. All claims, disputes and other matters in question between the Town and the Vendor arising out of or relating to this Agreement or the breach thereof shall be submitted for resolution to a court of competent jurisdiction in Middlesex County, Massachusetts, unless otherwise agreed by the parties. No such action shall be brought, however, until the completion of all Services under this Agreement or the earlier termination thereof as provided in Paragraph 11 above, the parties agreeing to negotiate in good faith any claims, disputes or other matters in question during the term of this Agreement before resorting to litigation.
- h. Limited Liability. No officer, director, member, employee, or other principal, agent or representative (whether disclosed or undisclosed) of the Town, nor any participant with the Town, shall be personally liable to the Vendor hereunder, for the Town's payment obligations or otherwise, the Vendor hereby agreeing to look solely to the assets of the Town for the satisfaction of any liability of the Town hereunder. In no event shall the Town ever be liable to the Vendor for indirect, incidental or consequential damages.
- i. Governing Law. This Agreement shall be governed by the law of the Commonwealth of Massachusetts.
- j. No Waiver. The Town's review, approval, acceptance or payment for Services under this Agreement shall not operate as a waiver of any rights under this Agreement and the Vendor shall be and remain liable to the Town for all damages incurred by the Town as the result of the vendor's failure to perform in conformance with the terms and conditions of this Agreement. The rights and remedies of the Town provided for under this Agreement are in addition to any other rights or remedies provided by law. The Town may assert a right to recover damages by any appropriate means, including but not limited to set-off, suit, withholding, recoupment, or counter-claim either during or after performance of this Agreement.

k. Interpretation. If any provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be deemed affected thereby. Paragraph headings are included herein for reference purposes only and in no way define, limit or describe the scope or intent of any of the provisions of this Agreement.

### **13. EQUAL EMPLOYMENT OPPORTUNITY**

a. In connection with the performance of work under this Agreement, the Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, creed, national origin, ancestry, age, sex or handicap. The Vendor shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Massachusetts Commission Against Discrimination (the "Commission"), setting forth the provisions of the Fair Employment Practices Law of the Commonwealth.

b. In connection with the performance of work under this Agreement, the Vendor shall not discriminate in its relationships with Subcontractors or suppliers on the basis of race, color, religion, creed, national origin, ancestry, age, sex or handicap.

c. The Vendor shall comply with all applicable laws and regulations pertaining to non-discrimination, equal opportunity and affirmative action, including without limitation executive orders and rules and regulations of federal and state agencies of competent jurisdiction.

### **14. CERTIFICATIONS BY VENDOR**

By execution of this Agreement, the Vendor certifies:

a. The Vendor has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of this Agreement.

b. No Vendor or subcontractor for the Vendor has given, offered or agreed to give any gift, contribution or offer of employment to the Vendor or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the Vendor or subcontractor of a contract by the Vendor.

c. No person, corporation or other entity, other than a bona fide full time employee of the Vendor, has been retained or hired by the Vendor to solicit for or in any way assist the Vendor in obtaining this Agreement upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of this Agreement to the Vendor.

d. The Vendor shall comply with all applicable requirements of Section 39R of Chapter 30 of the Massachusetts General Laws.

### **15. TAXES**

a. By execution of this Agreement the vendor, pursuant to Section 49A of Chapter 62C of the Massachusetts General Laws, certifies under the penalties of perjury that it has, to the best knowledge and belief of the person(s) who signed this Agreement on the vendor's behalf, filed all state tax returns and paid all state taxes required under law.

b. The Town is exempt from payment of certain Sales and Use taxes applicable in the Commonwealth of Massachusetts. At the Vendor's request, Tax Exemption Certificates will be furnished by the Town to the Vendor with respect to such tax exempt articles as may be required under this Agreement. The Vendor shall not pay, and the Town shall not reimburse or pay the Vendor or any other party either directly or indirectly for any tax for which an exemption is provided under law.

**16. CONFLICT OF INTEREST**

The Vendor acknowledges that the Town is a municipality for the purposes of Chapter 268A of the Massachusetts General Laws (the Massachusetts conflict of interest statute), and the Vendor agrees, as circumstances require, to take actions and to forbear from taking actions so as to be in compliance at all times with obligations of the Vendor based on said statute.

**END OF SECTION**



# US Assure | E&S

## SECURITY AGREEMENT

The following inquiries concern the risk profile of the prospective insured risk related to matters of loss prevention. Please be advised that representations made, or information provided by or on behalf of the prospective insured(s) in response to these inquiries will be relied upon in the underwriting of insurance coverage and will become "Underwriting Conditions" which continue to apply even after a binder or insurance policy is issued. Notwithstanding the terms, conditions, provisions, limitations, or exclusions of a policy issued in connection with these inquiries, US Assure E&S expressly reserves the right to cancel coverage in accordance with the cancellation provisions if there has been a deviation at any time from the Underwriting Conditions resulting in a material change or increased hazard involving the insured risk.

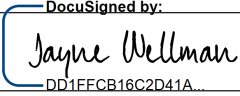
**Named Insured:** Town of Reading

**Submission Number** 765052

**Project Name:** Reading Center for Active Living

**Project Address:** Symonds Way, Reading, MA 01867

**Completed by (name/title):** Jayne Wellman

**Insured's Signature:**  DocuSigned by:  
DD1FFCB16C2D41A...

**Date:** 5/7/2026

*Security in accordance with the measures set forth are Underwriting Conditions of the Policy. By signing this document, the Insured acknowledges and agrees to comply with these requirements.*

### HOW TO OBTAIN A SURVEILLANCE PROPOSAL

Please send the following documents to the Approved Security Vendor(s) outlined below:

1. **This Document** (*US Assure E&S Security Agreement*)
  - o *Please note it does not need to be signed to obtain a proposal*
2. **Site Plan** (*preferably with a scale*)
3. **Project Schedule** (*Gantt Chart*)

### INSTRUCTION TO INSURED

- o **At Binding:** Provide US Assure E&S with chosen Electronic Surveillance Vendor & Completed (Signed/Initialed) US Assure E&S Security Agreement and dually executed Electronic surveillance Contract.
- o **Please note the Approved electronic surveillance system must be installed and operational prior to the start of wood framing.** We recommend arranging the installation at least 60 days prior to wood framing to allow adequate time for equipment delivery and scheduling.





## FENCED, LOCKED & LIGHTED

**"Fenced"** is defined as a security fence that shall be chain link fence, at least 6 ft. high, and surrounds the entire perimeter of the jobsite with no gaps whatsoever. Additionally, the fencing shall be secured to ensure areas of the fence cannot be knocked down or removed (zip-ties are not an acceptable form of securing). Any entrances/exits into the site shall be gated with similar types of fencing (in terms of material and height) during non-working hours. **"Locked"** is defined as a site ensuring all sections of fencing and all entrances into the site have been secured and locked to prevent unauthorized entry during non-working hours. Additionally, any installed windows and doors with operable locks shall be secured during non-working hours. **"Lighted"** is defined as a site providing on-site illumination such that the exterior of the building(s) and laydown area(s) shall be lit from dusk until dawn. The project may use motion-triggered lighting in lieu of lights that continually remain illuminated during this time.

Fenced	Minimum Requirement
Per Above Definitions	<b>X</b>
Per Definition, but with fencing height of (in feet):	
+ Fencing Screen	
+ Razor/Barbed Wire	
+ Scaffolding Netting	
Customized Solution <i>(see Additional Specifications/Comments Section)</i>	

## WATCHPERSON

**"Watchperson"** is defined as a 3<sup>rd</sup> party professional service who remains on the site during all non-working construction hours. While on site, the Watchperson shall perform hourly recorded patrols throughout the project, patrolling the exterior and interior spaces of the jobsite.

Watchperson	Minimum Requirement
Minimum Number of Watchperson(s):	
Any Watchperson Per Above Definition	

**Additional Security Requirements from Underwriters:**

If the Insured plans to provide any other forms of security not mentioned above, please describe those measures, or any other comments below:



**APPROVED SECURITY SURVEILLANCE VENDORS**

*US Assure E&S has vetted and approved the following Security Vendors to ensure they meet the U.S. Assure E&S Minimum Security Performance Requirements.*

**ECAM**  
Denise Rodriguez  
(310) 350-7882  
[usassure@ecam.com](mailto:usassure@ecam.com)

**Titan Protection**  
Charles Pattison  
(816) 719-9267  
[charlesp@tpcsecurity.com](mailto:charlesp@tpcsecurity.com)

**InterTech Ci**  
Mark Barbaric  
(281) 896-6220  
[UsAssure@IntertechCi.Com](mailto:UsAssure@IntertechCi.Com)

**Coliant**  
Ken Stallings  
(678) 426-2984  
[ken.stallings@coliantsolutions.com](mailto:ken.stallings@coliantsolutions.com)

**Pro-Vigil**  
Tanner Hahn  
(806) 789-3897  
[usassuresales@pro-vigil.com](mailto:usassuresales@pro-vigil.com)

**Alert 360**  
Enrique Puig  
(832) 760-5525  
[us.assure@alert360.com](mailto:us.assure@alert360.com)

**Zedcor**  
James Leganchuk  
(346) 418-3085  
[USASSURE@zedcor.com](mailto:USASSURE@zedcor.com)

**USSV**  
Brook Carreker  
(214) 850-4510  
[usassure@ussvsecurity.com](mailto:usassure@ussvsecurity.com)

**Site Security Systems**  
Wayne Davis  
(919) 845-5444  
[USASSURE@SiteSecuritySystems.com](mailto:USASSURE@SiteSecuritySystems.com)

**OxBlue**  
JP Schaaf  
(888) 849-2583  
[usassureins@oxblue.com](mailto:usassureins@oxblue.com)

**Pacific Surveillance Inc.**  
Justin Gurries  
(408) 763-7933  
[us-assure@pacificsurveillance.com](mailto:us-assure@pacificsurveillance.com)

**EarthCam Inc.**  
John Marsha  
(404) 915-0727  
[usassure@earthcam.com](mailto:usassure@earthcam.com)

**CRV Surveillance**  
Corey Varden  
(205) 910-0783  
[cvarden.usassure@crvsurveillance.com](mailto:cvarden.usassure@crvsurveillance.com)

**Tattletale**  
Geno De Stefanis  
(614) 570-6539  
[GDeStefanis@tattletale.com](mailto:GDeStefanis@tattletale.com)

**SentriForce**  
Francesca Del Rosso  
(713) 742-6000  
[fdelrosso@sentriforce.com](mailto:fdelrosso@sentriforce.com)

**LiveView Technologies**  
Taylor Sobotka  
(801) 376-6679  
[taylor.sobotkaUSAssure@lvt.com](mailto:taylor.sobotkaUSAssure@lvt.com)

**SAF-T Solutions**  
Kevin Alcorn  
(972) 446-9300  
[kalcorn@saf-t.net](mailto:kalcorn@saf-t.net)

**Live Guard Tech LLC**  
Cory Farre  
(480) 768-7830  
[cory.f@liveguardtech.com](mailto:cory.f@liveguardtech.com)

**Core Security Services**  
Nate Brown  
(423) 596-0492  
[nate.brown@core-security.com](mailto:nate.brown@core-security.com)

**Kastle**  
Michael Finelt  
(949) 315-9724  
[michael.finelt@kastle.com](mailto:michael.finelt@kastle.com)

**Granite Communications & Security**  
Joe Haymore  
585-943-1809  
[joe@granitecs.com](mailto:joe@granitecs.com)

**MultiVista**  
Joey Shuster  
(510) 292-9050  
[j.shuster@multivista.com](mailto:j.shuster@multivista.com)

**TrueLook**  
Scott Dowd  
(336) 813-3602  
[Scott.dowd@truelook.com](mailto:Scott.dowd@truelook.com)

**Per Mar Security Services**  
Nicholas Luciano  
(952) 887-1162  
[nluciano@permarsecurity.com](mailto:nluciano@permarsecurity.com)

**RTI Systems**  
Paul Thompson  
(213) 454-6544  
[us-assure@rtisystems.com](mailto:us-assure@rtisystems.com)

**MasterVision**  
Joshua Samuels  
(813) 704-0832  
[usassure.projects@mastervisiontech.com](mailto:usassure.projects@mastervisiontech.com)

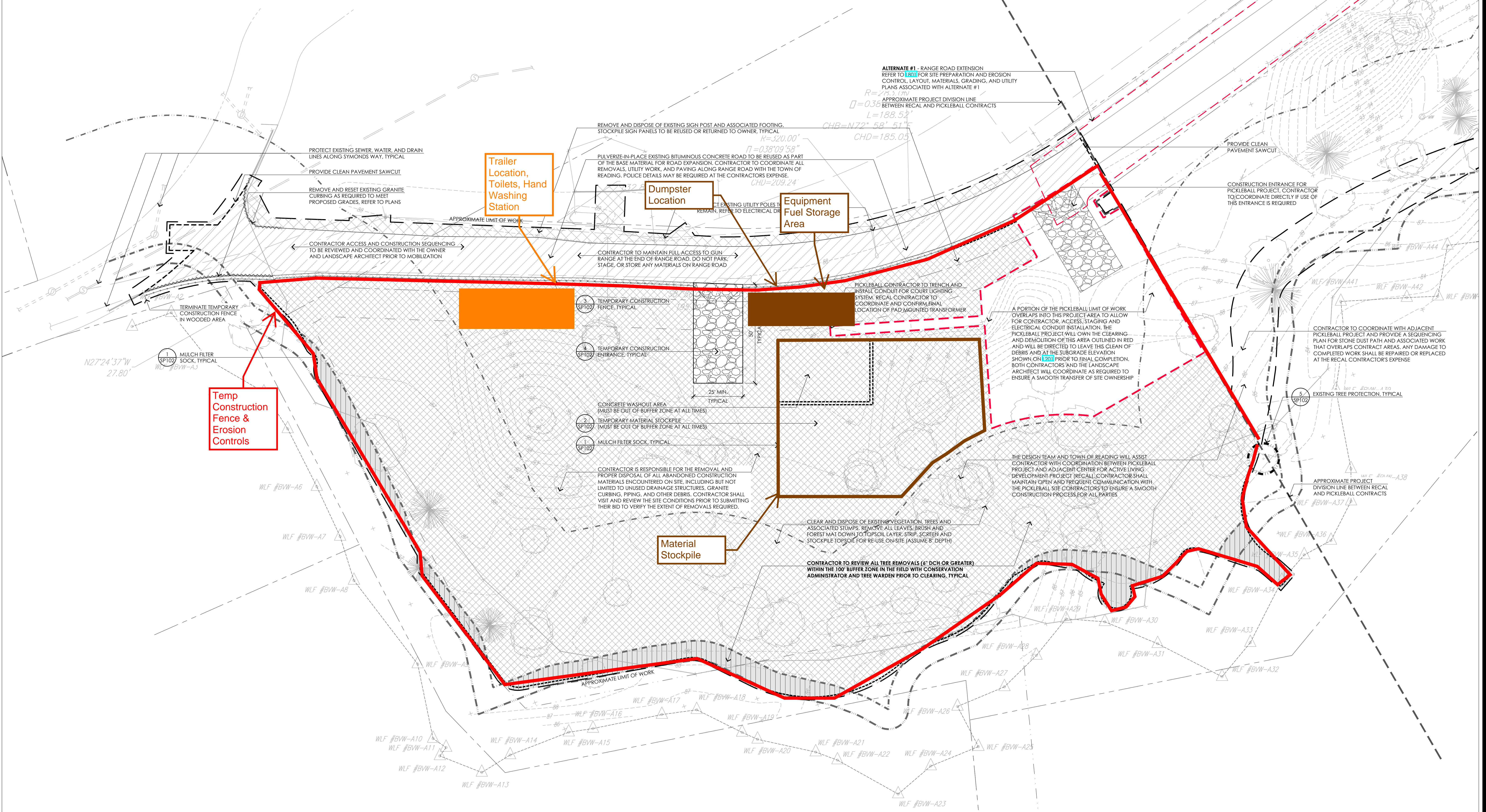
**Sensera Systems**  
Julie Pistritto  
(585) 857-5550  
[sales.usassure@senserasytems.com](mailto:sales.usassure@senserasytems.com)

**SITE PREPARATION AND EROSION CONTROL LEGEND**

- APPROXIMATE LIMIT OF WORK
- PROPERTY LINE
- PROPERTY SETBACK
- WETLAND EDGE
- 25' ZONE OF NATURAL VEGETATION
- 35' NO BUILD ZONE
- 100' WETLAND BUFFER
- TEMPORARY CONSTRUCTION FENCE
- REMOVE AND RESET EXISTING CURB
- MULCH FILTER SOCK
- PAVEMENT SAWCUT
- PULVERIZE-IN-PLACE EXISTING PAVEMENT
- CLEAR AND DISPOSE OF EXISTING VEGETATION, TREES AND ASSOCIATED STUMPS
- SELECTIVE TREE REMOVALS WITHIN 25' AND 35' BUFFER ZONES
- PROTECT EXISTING TREE TO REMAIN

**SITE PREPARATION AND EROSION CONTROL NOTES**

1. EXISTING CONDITIONS INFORMATION IS REPRODUCED FROM THE BOUNDARY AND WETLAND LOCATION SURVEY PREPARED BY CONTROL POINT ASSOCIATES, INC., LOCATED AT 352 TURNPIKE ROAD, SOUTHBOROUGH, MA, AND DATED FEBRUARY 18TH, 2025.
2. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS IN THE FIELD AND REPORT ANY DISCREPANCIES BETWEEN PLANS, SPECIFICATIONS, AND ACTUAL CONDITIONS TO THE LANDSCAPE ARCHITECT/CIVIL ENGINEER FOR CLARIFICATION AND RESOLUTION PRIOR TO STARTING WORK.
3. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING CONDITIONS TO REMAIN THAT ARE DUE TO CONTRACTOR OPERATIONS.
4. ALL ITEMS TO BE REMOVED THAT ARE NOT STOCKPILED FOR LATER REUSE ON THE PROJECT OR FOR DELIVERY TO THE OWNER SHALL BE LEGALLY DISPOSED OF OFF SITE BY THE CONTRACTOR.
5. THE LOCATIONS OF UNDERGROUND UTILITIES SHOWN ON THIS PLAN ARE BASED ON THE SURVEY REFERENCED, THE CONTRACTOR SHALL CONTACT DIGSAFE AND THE PROPER LOCAL AUTHORITIES OR RESPECTIVE UTILITY COMPANIES TO CONFIRM THE LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. ANY DAMAGE DUE TO FAILURE OF THE CONTRACTOR TO CONTACT THE PROPER AUTHORITIES SHALL BE BORNE BY THE CONTRACTOR.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING HIS EFFORTS OF THE DEMOLITION WITH ALL TRADES.
7. THE CONTRACTOR SHALL COORDINATE ALL ADJUSTMENTS OR ABANDONMENT OF UTILITIES WITH THE RESPECTIVE UTILITY COMPANY.
8. THE CONTRACTOR SHALL MAINTAIN OR ADJUST TO NEW FINISH GRADE (AS NECESSARY) ALL UTILITY AND SITE STRUCTURES SUCH AS MANHOLES, CATCH BASINS, ETC. FROM MAINTAINED UTILITY AND SITE SYSTEMS UNLESS OTHERWISE NOTED OR DIRECTED BY THE LANDSCAPE ARCHITECT.
9. THE CONTRACTOR SHALL INSTALL CONSTRUCTION FENCING PER THE PLANS AND SPECIFICATIONS. CONTRACTOR MUST TAKE APPROPRIATE MEASURES TO MAINTAIN A SECURE SITE THROUGHOUT THE PROJECT.
10. CONTRACTOR SHALL REVIEW EROSION CONTROL INSTALLATION METHOD AND SEQUENCING FOR ALL AREAS WITHIN WETLAND BUFFER ZONE PRIOR TO MOBILIZATION. REPRESENTATIVES FROM THE TOWN OF READING CONSERVATION COMMISSION SHALL BE INCLUDED IN PRE-CONSTRUCTION MEETING AND MAY BE ON-SITE WITH LANDSCAPE ARCHITECT/CIVIL ENGINEER DURING THE INSTALLATION OF EROSION CONTROL AND SITE PREPARATION. REFER TO PROJECT SPECIFICATIONS APPENDIX FOR TOWN OF READING CONSERVATION COMMISSION'S ORDER OF CONDITIONS ASSOCIATED WITH DEP FILE #270-0800. CONTRACTOR SHALL BE RESPONSIBLE FOR MEETING REQUIREMENTS OF THE CONDITIONS.
11. ALL EXISTING TREE PROTECTION AND PROPOSED TREE REMOVALS WITHIN THE 100' BUFFER ZONE SHALL BE REVIEWED IN THE FIELD WITH CONSERVATION ADMINISTRATOR AND TREE WARDEN PRIOR TO MOBILIZATION. ALL TREES OUTSIDE CONSERVATION'S JURISDICTION SHALL BE REVIEWED WITH THE TOWN'S TREE WARDEN. CONTRACTOR TO OBTAIN SIGNATURE SIGN-OFFS FROM OWNER, LANDSCAPE ARCHITECT, CONSERVATION AGENT AND TREE WARDEN.
12. TRUCKS LEAVING THE SITE SHALL HAVE THEIR WHEELS WASHED PRIOR TO LEAVING THE CONSTRUCTION AREA. ANY TRACKINGS OUTSIDE THE PROJECT LIMIT OF WORK SHALL BE STREET SWEEP AS NECESSARY (MINIMUM SWEEP ROAD IMMEDIATELY OUTSIDE CONSTRUCTION ENTRANCE DAILY).
13. ATTENTION IS CALLED TO RECORD DRAWINGS AND AS-BUILT DRAWING REQUIREMENTS IN THE SPECIFICATIONS. CONTRACTOR SHALL DOCUMENT ALL UTILITY STUBS AND ABANDONED UNDERGROUND UTILITIES FOUND IN THE FIELD IN THE AS-BUILT AND RECORD DRAWINGS.
14. DUE TO PROJECT PROXIMITY TO ADJUTING PROPERTIES, THE CONTRACTOR SHALL MITIGATE AND CONTROL DUST DURING EARTHWORK OPERATIONS AND THROUGHOUT THE PROJECT AS DEEMED NECESSARY BY THE TOWN AND LANDSCAPE ARCHITECT/CIVIL ENGINEER.
15. EXCESS MATERIAL FROM EXISTING BITUMINOUS CONCRETE PAVEMENT PULVERIZATION SHALL BE REMOVED FROM THE SITE AND PROPERLY DISPOSED OF.
16. TO ALLOW WILDLIFE MOVEMENT, LONG SECTIONS OF COMPOST FILTER TUBES SHALL BE INSTALLED IN 50-FOOT SECTIONS, LEAVING A ONE-FOOT GAP BETWEEN THEM. THE GAP SHALL BE PROTECTED FROM SILTATION BY PLACING A SIX-FOOT SECTION OF COMPOST FILTER TUBE ACROSS IT ON THE UPHILL SIDE AND ONE FOOT AWAY FROM IT, SO THERE IS AN OVERLAP OF ABOUT THREE FEET ON EITHER SIDE.
17. ALL STOCKPILED MATERIALS SHALL BE LOCATED AT LEAST 60 FEET FROM BVW'S AND COMPLETELY SURROUNDED BY EROSION CONTROLS. EXCESS EARTH SHALL BE REMOVED FROM THE SITE AND PROPERLY DISPOSED OF WITHIN 20 DAYS AFTER EXCAVATION.
18. CONSTRUCTION REFUSE AND DEBRIS SHALL BE CONTAINED WITHIN A DUMPSTER AND SHALL BE DISPOSED OF PROMPTLY AND PROPERLY. THE CONSTRUCTION SITE SHALL BE MAINTAINED IN A CLEAN CONDITION AT ALL TIMES.
19. EQUIPMENT, MATERIALS, AND FUEL STORAGE AND REFUELING OPERATIONS SHALL BE SITUATED IN AN UPLAND AREA AT A HORIZONTAL DISTANCE GREATER THAN 100 FEET FROM THE BOUNDARIES OF WETLANDS.



**ALTERNATE #1 - RANGE ROAD EXTENSION**  
 REFER TO **1801** FOR SITE PREPARATION AND EROSION CONTROL, LAYOUT, MATERIALS, GRADING, AND UTILITY PLANS ASSOCIATED WITH ALTERNATE #1

APPROXIMATE PROJECT DIVISION LINE BETWEEN RECAL AND PICKLEBALL CONTRACTS  
 $R = 0.36$   
 $L = 188.53'$   
 $CHB = N72^\circ 58' 51'' E$   
 $CHD = 185.03'$   
 $H = 320.00'$   
 $\theta = 0.35^\circ 09' 58''$   
 $CHU = 209.24'$

**Temp Construction Fence & Erosion Controls**

**Trailer Location, Toilets, Hand Washing Station**

**Dumpster Location**

**Equipment Fuel Storage Area**

**Material Stockpile**

CONTACT DIGSAFE: UNDERGROUND UTILITIES SHOWN ON THE PLAN ARE COMPILED FROM PLANS AND FIELD SURVEY. UTILITY LOCATIONS SHOULD BE CONSIDERED APPROXIMATE ONLY. DIGSAFE AND/OR THE OTHER RESPECTIVE UTILITY COMPANIES SHALL BE CONTACTED 72 BUSINESS HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS. PHONE DIGSAFE 1-888-344-7233.

**ARCHITECT**  
**bh+a**  
 Bergmann Hendrie + Archetype, Inc.  
 9 Charlemagne Street, Suite 300  
 Boston, MA 02210  
 617.350.0450

**PROJECT NAME**  
**ReCAL**  
 Symonds Way  
 Reading, MA 01867

**CLIENT**  
**Town of Reading**  
 16 Lowell Street  
 Reading, MA 01867

**PROJECT TEAM**

**Civil and Landscape Engineer**  
 Activitas  
 70 Milton Street  
 Dedham, MA 02026  
 (781) 326-2600

**Structural Engineer**  
 Foley Buhl Roberts & Associates, Inc.  
 2227 Washington Street  
 Newton, MA 02462  
 (617) 527-9600

**MEPFP Engineer**  
 Allied Consulting Engineering  
 270 Litterer Road, Suite 11  
 Westford, MA 01886  
 (978) 443-7888

**AV / IT / Security**  
 Building Technology Consulting  
 892 Bedford St.  
 Bridgewater, MA 02324  
 (617) 759-4309

**Food Service**  
 Coburn Goyette  
 100 Ledgewood Pl #104  
 Rockland, MA 02370  
 (781) 826-5522

**Wetland Scientist**  
 Epsilon Associates, Inc.  
 3 Mill and Main Place, Suite 250  
 Maynard, MA 01754  
 (978) 897-7100

**REVISIONS**

NO.	DATE	DESCRIPTION

**DRAWING TITLE**  
**Site Preparation and Erosion Control Plan**

**DRAWING INFORMATION**

13/19/2025  
 DATE OF ISSUE

CONSTRUCTION DOCUMENTS  
 DESCRIPTION

1"=20'-0" AIA  
 SCALE DRAWN BY

3513 PROJECT# FILE NAME

**DRAWING NUMBER**  
**SP101**

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