



CITY OF ATLANTA

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Keisha Lance Bottoms
Mayor

DEPARTMENT OF PROCUREMENT

Susan M. Garrett

Interim Chief Procurement Officer

smgarrett@atlantaga.gov

July 11, 2018

Dear Potential Bidders:

Re: FC-10332, Citywide HVAC

Attached is one (1) copy of **Addendum No. 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Arthur Smalls, Contracting Officer, at (404) 865-8521, or by email asmalls@atlantaga.gov.

Sincerely,

Susan M. Garrett

SMG/jrd



ADDENDUM NO. 1

This Addendum No. 1 is a part of the Invitation to Bid and modifies the original solicitation package as noted below. It is issued to incorporate the following:

1. **Revised Exhibit A – General Scope of Services: Exhibit A, General Scope of Services is hereby removed in its entirety and replaced with the revised Exhibit A, General Scope of Services dated July 11, 2018. Attached hereto as Attachment Number 1.**
2. **Revised B - Bid Schedule: The Bid Sheet is hereby removed in its entirety and replaced with the revised Bid Sheet dated July 11, 2018. Attached hereto as Attachment Number 2.**

The Bid due date **HAS NOT been modified** and Bids are due on Thursday, August 16, 2018 and should be time stamped in no later than **2:00PM EDT** and delivered to the address listed below.

Susan M. Garrett
Interim Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

**** All other pertinent information is to remain unchanged****

Acknowledgment of Addendum No. 1

Bidders must sign below and return this form with your Bid to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303, as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **Addendum No. 1, FC-10332, Citywide HVAC** on this the _____ day of _____, 201__.

Legal Company Name of Bidder

Signature of Authorized Representative

Printed Name

Title

Date

Attachment Number 1

Revised Exhibit A – General Scope of Services

TECHNICAL SPECIFICATIONS

Citywide HVAC

Service, Repair/New Installation and Maintenance to Heating, Ventilation, Air Conditioning (HVAC) Systems, Boilers, Cooling Towers and Chillers

This contract provides for a time and materials contract for Service, Repair/New Installation and Maintenance to Heating, Ventilation and Air Conditioning (HVAC) Systems, the annual inspections of the Boilers, Cooling Towers and Chillers owned and operated by the City of Atlanta at designated facilities and includes all labor, and incidental materials and parts on a twenty-four (24) hour, seven (7) days per week basis, including Holidays.

Requested and authorized service and repair shall be for HVAC systems, (listed in bid sheets, as information) and may include:

Replacement - A new heating, ventilation, and air conditioning (HVAC) unit of the same or higher specification as the failed unit. The mechanical unit will carry full manufacturer' warranty, full documentation, and supplied in the manufacturer' standard packaging.

"Service" is defined as the furnishing of labor, time, effort, and equipment by a vendor to provide fact-finding or a turnkey solution to mechanical Heating, ventilation, and air conditioning (HVAC) unit replacement which may include disconnection, removal, repair or replacement, transportation, re-installation and reconnection of the entire unit together with any post installation services required (where) applicable).

"Specialized Service" is defined as work that mechanical contractors cannot complete themselves (in-house) nor does the work involve the use of HVAC equipment but such services must be rendered to repair and replace equipment. These services may include but are not limited to test and balancing, building management system (BMS) control, duct cleaning, demolition, remediation, and carpentry.

Preventive Maintenance – preventive care (actions performed to prevent failures. Lubrication, alignment, balancing, installation and equipment design, operating procedures, detailed cleaning, adjustments, fixed time replacements, and filtration) and fixed maintenance (scheduled overhauls or replacements of components based on equipment vendor recommendation, general experience with a components or analysis of the maintenance history of the piece of equipment and its components) together to prevent &/or detect failures.

1 QUALIFICATIONS

- 1.1 Bidder shall possess a minimum of five (5) years experience maintaining HVAC systems in facilities similar in scope to City of Atlanta, using products and procedures as deemed in this bid document.
- 1.2 Bidder shall affirm certification to provide maintenance services and repairs according to the original equipment manufacturers' specifications.

- 1.3 Bidder shall affirm that stock is either maintained or obtainable within a thirty (30) mile radius of the Atlanta City Hall, 55 Trinity Street, SW, Atlanta, Georgia, to provide maintenance services and repairs. If Proponent cannot affirm stocked items, per systems listed in this bid document, a statement of delivery schedule for ordered items must be offered as a labeled attachment.
- 1.4 Bidder shall possess the required licenses such that are received by general construction contractors or equivalent.
- 1.5 Bidder shall provide a list, by labeled attachment utilizing example format, employment and use of factory trained technicians assigned to repair and maintain HVAC systems, including specific system(s) certification:

2. **SERVICE**

Preventive maintenance shall be completed twice a year, on a semi-annual basis.

Note: Report assessments shall come with granularity options and custom ratings (e.g., pass/fail, clean/requires cleaning, replace, etc.).

- 2.1 Scheduled service activities shall include one (1) of each of the following activities for air-conditioning units:
 - A. Cooling Season Start-up Preparation & Inspection
 - B. Operating Season Inspection (after 3 months)
 - C. Annual Equipment Shutdown Inspection
- 2.2 Service to HVAC system(s) shall also include requested and authorized work tasks, such as adjustments, not related to a repair.
- 2.3 All work must be authorized by the City **prior** to scheduled services being rendered.

Addition:

The COA can provide access to a maintenance vendor web portal to the selected vendor's technician to complete installation, service and maintenance updates on virtual appliances provided by the CoA to facility service vendors. The virtual appliance is a prebuilt software solution intended to create a simpler process for the selected vendors' service updates to be visible real time, thus increasing efficiency & decreasing time-at-job for the vendor.

Service includes but not limited to the following tasks:

- Check and calibrate thermostat operation
- Level thermostat
- Refresh refrigerant (with high-efficiency, environmentally friendly coolant, R-410A— or older coolant, R-22, also known as Freon, which is being phased out but still being used by some City facilities).
- Identify and inspect heating fuse circuit
- Clean evaporator coils (if applies) of dirt, dust and debris
- Check and clean burner assembly
- Check automatic & manual gas valve operation

- Check operation & safety system
- Lubricate all moving parts
- Check voltage and amperage to all motors with meter
- Inspect pilot, pilot safety (Clean if necessary)
- Check pressure switches for proper operation
- Tighten all wiring connections
- Check for gas, oil or liquid leaks (as applicable)
- Check air temperature drop across evaporator coil
- Purge/Clean condensate drain line
- Check, clean or replace standard filters (Water and/or Air if applicable)
- Check electronic lock out circuits
- Check and clean contactors
- Clean our primary & emergency drain pans
- Check circulator motor & pump (oil if necessary)
- Check blower motor, bearings, belts, pulleys and shaft
- Check, start & run capacitors for proper voltage
- Check the temperature rise and drop between the return duct and feed
- Check and clean fan blades & unit casing/housing.
- Check & clean condenser coil
- Check compressor
- Check and calibrate pneumatic thermostats (if applicable)
- Check and calibrate pneumatic temperature transmitters and CO2 Sensors (if applicable)
- Flush Ice Machine lines (if applicable)
- Inspect, calibrate, recertify any biological safety units and replace HEPA filters annually by certified personnel.
- Inspect applicable heat exchanger for cracks and deterioration
- Inspect Flue pipe
- Clean steam traps
- (Boilers) Remove all hand hole and man hole plates. Flush boiler with water to remove loose scale and sediment.
- (Boilers) Clean air damper and blower assembly
- (Boilers) Open feed water tank manway, inspect and clean.

3. **REPAIR/NEW INSTALL**

- 3.1 Repairs are defined as those unscheduled work orders, requiring part(s) replacement(s). New installs are defined as scheduled work orders, requiring the acquisition of new HVAC units or associated equipment.
- 3.2 All repairs/new installs must be authorized prior to repair services being rendered.
- 3.3 For authorization, proponent shall provide a written estimate of repair/install cost(s), which shall include a description of work to be performed; a notice of any required shutdown time; the total number of man-hours and a total cost of parts.
- 3.4 The City reserves the right to end the service and repair agreement on individual HVAC systems. In this instance, the City's OEAM Director reserves the right to issue a thirty (30) day written notice to the Chief Procurement Officer to implement written notice to the proponent, with regards to cancellation of the contract for faulty installations or repairs.
- 3.5 The City will monitor and take exception to any use of, and subsequent billing for, additional man-hours which were not pre-approved/authorized.
- 3.6 The vendor shall inspect and evaluate each piece of equipment after disassembly to determine if the unit can be economically repaired. If the total cost of repairs exceed 70% of the replacement cost of the equipment, the vendor shall notify the City by phone with a written memorandum to follow as confirmation within ten (10) hours from review at the City's facility by the vendor. The City shall make the decision and notify the vendor whether or not to proceed with repairs. If the City decides not to proceed with repairs, the vendor upon request by the City shall return equipment to the City's facility within forty-eight (48) hours.
- 3.7 All material used in the repair, service or replacement of a mechanical (cooling & heating) unit shall be new, manufactured within the preceding year and suitable for the purpose intended and shall be free of any defects that affect the appearance or impair the service ability of the products or units.
- 3.8 Where a unit is considered to be non-repairable the vendor will be required to provide the most cost-effective solution to resolve the situation.
- 3.9 The vendor shall inspect and evaluate each piece of equipment after disassembly to determine if the unit can be economically repaired. If the total cost of repairs exceed 70% of the replacement cost of the equipment, the vendor shall notify the City by phone with a written memorandum to follow as confirmation within ten (10) hours from review at the City's facility by the vendor. The City shall make the decision and notify the vendor whether or not to proceed with repairs. If the City decides not to proceed with repairs, the vendor upon request by the City shall return equipment to the City's facility within forty-eight (48) hours.

- 3.10 All material used in the repair, service or replacement of a mechanical (cooling & heating) unit shall be new, manufactured within the preceding year and suitable for the purpose intended and shall be free of any defects that affect the appearance of impair the service ability of the products or units.
- 3.11 Where a unit is considered to be non-repairable the vendor will be required to provide the most cost-effective solution to resolve the situation.
- 3.12 All cost overruns from the original repair estimate given by the vendor to the City shall be absorbed by the vendor unless waived by the City.
- 3.13 Vendor will provide supervision and monitoring of any start-up and/or break-in period for the mechanical units. Any asynchronous operation will be investigated and corrected by the vendor, at no additional cost to the City, if shown to be a function of the unit repair.
- 3.14 Any work, parts or materials initiated by the vendor without a city issued Purchase Order (PO) number will be the responsibility of the vendor. The city will accept no liability for the work carried out by the vendor without a valid P.O. being issued.
- 3.15 If there are multiple repairs in one day, there shall be only one (1) service fee charged. If there is a need to return the next day to complete a service call there shall not be a new service fee for the return work.
- 3.16 Successful vendor shall be responsible for all equipment needed to perform maintenance and replacement work. (IE. Lifts, ladders etc.)
- 3.17 Successful vendor shall have a process for handling and the communicating of back-ordered or out of stock products. Order requirements and notifications for product items not available should include:
- (1) Replacement items of equal or better quality at no extra cost
 - (2) Estimated delivery dates for all backordered items.
- 3.18 Selected vendor shall be required to report on a bi-weekly, monthly and/or quarterly basis. Reporting shall include, but not be limited to, status of various projects, staffing, equipment readiness, serial numbers, history & location of all fixed mechanical assets, current or historical work order data, such as vendor response time, ad hoc maintenance task, and city down time. In addition, automated alerts to easily monitor incident response times, due dates, resolution times, technician notes & findings, and defined service breaches shall be established and reported. All reporting requirements will be pre-arranged as part of the negotiated contract with the successful vendor.
- 3.19 Selected vendor shall provide monthly aggregates on performance data and established service key performance indicators (KPIs). Report should include statistics on the vendor's team performance and on the status of: incidents, requests, problems, changes, customer satisfaction, project tasks, system downtime, and more.

- 3.20 Selected vendor shall provide, upon request, a detailed maintenance program for each fire station facility and Lifecycle Management of mechanical units: Advice for end-of-life notification, replacement, and asset decommissioning/disposal etc.

4 **MEASURES OF PERFORMANCE**

- 4.1 Proponent shall provide all management, supervision, labor, materials, supplies, repair parts, tools and equipment for the economical and satisfactory service and repair of all HVAC systems.
- 4.2 All service calls shall be made by the proponent shall be an HVAC technician with a minimum of five (5) years experience in the HVAC maintenance/troubleshooting field.
- 4.3 The proponent agrees that all work shall be done by and under the supervision of skilled, experienced certified or licensed HVAC service and repair people, directly employed by the proponent.
- 4.4 The service technicians must be experienced on City systems and possess a certificate verifying factory training.
- 4.5 The service technician must respond to customer complaints within two (2) hours of contact.
- 4.6 Mechanical rooms and equipment will be kept clean and free of debris.
- 4.7 Proponent shall have responsibility for doing scheduled and unscheduled service and repairs as necessary on a twenty-four hour, seven (7) days a week basis, including emergency call-back service.
- 4.8 Proponent agrees to respond to a major failure of equipment systems and components within one (1) hour of the occurrence.
- 4.9 Proponent must possess capability to provide additional technicians, if necessary, from local resources within two (2) hours of the occurrence.
- 4.10 Proponent must possess the capability to do a major overhaul or retrofit of all HVAC systems/parts, if necessary.
- 4.11 Proponent shall invoice the City for costs associated with repairs. A receipt for all parts reimbursements must accompany the submitted invoice.

5. SERVICE ACTIVITIES – CHILLER & SPLIT SYSTEMS

5.1 Proponent may be requested to perform scheduled services activities including:

A. Cooling Season Start-up Preparation & Inspection

- Pressurize the unit and conduct a leak check
- Check refrigerant and oil levels
- Check oil sump and purge oil heaters and temperature
- Check and test all operating and safety controls
- Check the starter operation
- Start the chilled water pump
- Start the condenser water pump and cooling tower
- Start the chiller and calibrate controls
- Log operating conditions after system and unit stabilize
- Review operating procedures and owner's log with operator
- Check auxiliary equipment operation

B. Operating Season Inspection (after three (3) months)

- Inspect chiller and adjust safety controls
- Check check operation of controls
- Check oil and refrigerant levels
- Check operation of lube system
- Check the oil return system
- Check operation of motor and starter
- Check log and review chiller and system operation with operator log and report repairs and parts that are required

C. Annual Equipment Shutdown Inspection

Check the compressor-motor assembly for the following items and perform service tasks as indicated:

- Record voltages
- Merge and record motor winding resistance
- Lubricate open motor
- Check the coupling
- Check the seals
- Check inlet vane operator and linkage; lubricate where necessary

D. Compressor Oil System

- Change oil, filter and dryer
- Conduct analysis on oil and at an independent laboratory
- Check oil pump, seal and motor
- Clean the dirt leg
- Check heater and thermostat
- Check all other oil system components including cooler, strainer and solenoid valve where applicable

- E. Motor Starter
 - Run diagnostic check
 - Clean contacts or recommend replacement
 - Check linkage
 - Merging motor
 - Check all terminals and tighten connections
 - Check overloads
 - Clean or replace air filter where required
 - Dry run starter, checking starter lights

- F. Control Panel
 - Run diagnostic check of micro control panel
 - Check safety shutdown operation
 - Check all terminals and tightening connections
 - Check display data accuracy and set points

- G. Purge Unit
 - Inspect the operation of the unit
 - Change oil
 - Clean filter dryer
 - Clean orifice in the liquid feed-line to coil
 - Clean solenoid valves
 - Clean purge drum, check and clean float valve, replacing gaskets
 - Check heater operation
 - Check all other components for proper condition/operations, recording control set point

- H. Check the condenser for the following items:
 - Check the water flow
 - Check flow switch operation
 - Remove condenser head and inspecting end sheets
 - Mechanically brush cleaning condenser water tubes

- I. Check the Cooler for the following items:
 - Check the water flow
 - Check the flow switch operation
 - Check refrigerant level

- J. Check the System for the following items:
 - Conduct a leak check and identify leak sources for repairs
 - Record condition of sight glasses
 - Check the refrigerant cycle to verify the proper operating balance
 - Check condenser water and chilled water heat transfer

- K. Perform general tasks:
 - Repair insulation removed for inspection and maintenance procedures
 - Clean equipment and surrounding area upon completion of work

- Consulting with the operator
- Report deficiencies and repairs required

COOLING TOWER

- A. The services to be provided to the cooling towers are to include but not limited to the following:
- Provide the materials and the labor to drain and clean the cooling towers and fills, hot decks and basin;
 - Provide the materials and the labor to clean the cooling tower strainers;
 - Provide the materials and the labor to grease the cooling tower bearings, inspect all belts and check the gearbox oil;
 - Provide materials and the labor to start-up the cooling tower and verify normal operations;
 - Provide the materials and the labor to perform the above work during normal working hours (7:30 a.m. to 5:00 p.m.) Monday through Friday;
 - Provide the cost separately to perform the cooling tower services

BOILERS

- A. The services to be provided to the boilers are to include but not limited to the following:
- Provide the materials and the labor to perform inspections to boilers by:
 - Checking all systems safeties and verify boiler operations;
 - All deficiencies are to be reported in written form with quote to make the repairs;
 - Provide the materials and the labor to perform a visual of the heating elements;
 - If applicable, provide the materials and the labor to clean the boiler fireside, inspect water side, burners, auxiliary equipment flue & chimney base;
 - Provide the materials and the labor to lubricate the pumps. All deficiencies are to be noted in writing and brought to the attention of the City immediate. The proponent is to also provide corrective measures and pricing.

6. QUALITY CONTROL

A. Unsatisfactory Work

In the event the work performance of the proponent is unsatisfactory, the proponent will be notified by the City and given seven (7) calendar days to correct the work, at no additional cost to the City.

B. Contract Performance Report

Monthly Contractor Performance Reports will be completed by the City's personnel outlining the overall quality and quantity of services provided by the proponent. A copy of the report will be released to the proponent and OEAM's Procurement representative.

An annual Contract Performance Report will be completed and release to the City's Department of Procurement and to the proponent.

6.1 PURPOSE

The methods of reporting the quantity and quality of services are detailed below and are designed to ensure the City received true value. The City shall be sole judge concerning the demerits of products, materials, and/or service(s) provided in accordance with specifications set forth in bid solicitation, or if it is determined the proponent is operating in violation of federal, state and local applicable laws and ordinances. No consideration shall be given for failure to perform properly.

6.2 VENDOR SITE REPORT (Call Sheet)

6.2.1 This is a duplicate form supplied by the proponent.

6.2.2 The form shall contain areas to record the following:

- A. City Agency Name
- B. Location
- C. Date
- D. Type of service (Service/Repair/Emergency/Preventive Maintenance)
- E. Day of servicing

- F. Serviceman signature block
- G. City representative signature block

(After completion of the service, copy is to be kept at the user agency site.)

6.3 VENDOR PERFORMANCE EVALUATION

6.3.1 This duplicate form supplied by the City (sample attached)

6.3.2 Instructions on completing the form are detailed on the form.

6.3.3 The purpose of this document is to detail all concerns regarding unacceptable performance of the Contractor.

6.3.4 The original of the form shall be forwarded to OEAM until termination of this contract or any subsequent extension of the contract.

7. Proponent shall invoice the City for costs associated with repairs. The submitted invoice must be accompanied by a receipt for all parts reimbursements.

8. SUBCONTRACTORS

While the City of Atlanta reserves the right to approve and/or reject any subcontractor, specialized service beyond the reasonable capabilities of the proponent may be subcontracted. Proponent

accepts full responsibility for the quality and timeliness of the subcontracted work and provides an unconditional guarantee of quality of subcontracted work, whether completed on/off-site.

9. INVOICE & PAYMENT

Invoice charges, if any, are to be accumulated and paid once each month. Invoices are to be signed by the proponent or authorized delegate. Original invoices must be mailed or sent to the Department of Finance for payment.

- Labor rate of technician/repair personnel on a weekly basis (Monday through Friday);
- Labor rate for after hours and weekend (Saturday and Sunday emergency work);

10. SILENCE OF SPECIFICATIONS

The apparent silence of this specification and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with City interpretation to prevail.

Proponent is cautioned to make his/her bid complete and to furnish all information and detail required by these specifications. Failure to comply may result in the bid being rejected due to incompleteness.

11. ADMINISTRATION OF CONTRACT

Any disputes concerning quality or quantity of Contractor's performance shall be resolved by OEAM Director and the Chief Procurement Officer, Department of Procurement, or authorized designee.

12. CANCELLATION

The City upon thirty (30) days written notice from the Chief Procurement Officer may cancel the contract if services are unsatisfactory or ineffective. The cancellation has to be completed in writing.

13. CONTRACTOR PERFORMANCE REPORTING

Monthly Contractor Performance Reports will be completed by the City's personnel (OEAM Department), outlining the overall quality and quantity of services provided by the proponent. A copy of the report will be released to the proponent and Procurement Department.

An annual Contract Performance Report will be completed and released to the City's Procurement Department and to the proponent.

14. WARRANTY

Proponent shall guarantee all work for a minimum period of one (1) year, plus any period specified by a manufacturer beyond a year. The guarantee, including all equipment and workmanship, shall be unconditional/without limitations, and shall become effective upon acceptance of work.

15. PAYMENT OF SUBCONTRACTORS

Within seven (7) days after receipt of amounts paid by the City for work performed by subcontractors under this contract, the proponent shall either:

- The subcontractors for the proportionate share of the total payment received from the City attributable to the work performed by the subcontractors under this contract; or
- Notify the City and subcontractors, in writing, of his intention to withhold all or a part of the sub -proponent's payment and the reason for non-payment.
- The proponent shall pay interest to the subcontractors on all amounts owed that remain unpaid beyond the seven-day period.
- Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month.
- The proponent shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements as set forth above with respect to each lower-tier subcontractor.
- The proponent's obligation to pay an interest charge to subcontractors pursuant to this provision may not be construed to be an obligation of the City.

Attachment Number 2

Revised Exhibit B- Bid Schedule

Bid Sheet

Citywide HVAC Services

LABOR AND MATERIAL PRICING

Bidders shall provide the quote for labor required for installation and/or repair of HVAC parts. This labor pricing guideline shall be used for all repair and replacement services and repairing damages resulting from negligence, vandalism, fire, acts of God and any other act beyond the control of the Contractor, including retrofitting and installation. For the purposes of this agreement, normal operating hours for the City of Atlanta shall be from 8:15 a.m. until 5:00 p.m., Monday through Friday.

Respondents shall quote dollar amounts (\$) for labor during normal and overtime/premium operating hours for the following:

If a contractor is awarded this contract, all subsequent quotes must include manufacture/supplier invoice for material cost, contractor administrative cost, project organization chart, hourly rate and projected hours for job. The estimated quantities of work on an annualized basis is 6,000 hours for normal operating hours and 1,000 hours for work outside of the normal operating hours. These numbers are an estimate and may fluctuate up or down based on the City of Atlanta's needs

Normal Operating Hours 8:15 a.m. until 5:00pm Monday through Friday (TABLE A)			
Position	Total Estimated Annual Hours	Hourly Rate	Estimated Total Annual Labor Cost (Est. Hours x Hourly Rate)
Technician	6000	\$	\$
Master Technician	6000	\$	\$
Project Supervisor	6000	\$	\$
Project Manager	6000	\$	\$
Normal Operating Hours Subtotal			\$

Weekend and City Holidays (TABLE B)			
Position	Total Estimated Annual Hours	Hourly Rate	Estimated Total Annual Labor Cost (Est. Hours x Hourly Rate)
Technician	1000	\$	\$
Master Technician	1000	\$	\$
Project Supervisor	1000	\$	\$
Project Manager	1000	\$	\$
Weekend and City Holiday Hours Subtotal			\$

Grand Total	
(Subtotal Table A + Subtotal Table B)	\$

- a. Proponents shall submit the most recent catalogue for all parts, materials, and equipment and a corresponding price list. Price List must be typewritten - pen or pencil will not be accepted.
- b. Proponents' hourly charge should include environmental and any other incidental charges.
- c. The maximum percentage (%) of mark-up on parts/materials will be Eight percent (8%).
- d. The maximum percentage (%) of mark-up on specialized services is Five Percent (5%).

Dated the _____ day of _____,
20____.

Corporate Proponent:

By: _____

Name: _____

Title: _____

**Corporate Secretary/Assistant Secretary
(Seal)**

Non-Corporate Proponent:

By: _____

Name: _____

Title: _____

Notary Public (Seal)

My Commission Expires: _____