

TOWN OF TRUMBULL
REQUEST FOR PROPOSAL (RFP)
HVAC MAINTENANCE VARIOUS TOWN BUILDINGS
GENERAL INSTRUCTIONS

RFP 5787

DUE:

OCTOBER 7, 2008 3:00 PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed proposals for the **HVAC Maintenance for Various Town Buildings** in accordance with the specifications, requirements, and scope of work contained in this request.

1. **PREPARATION OF PROPOSALS**

- a) Proposals shall be submitted by using the enclosed PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and two (2) EXACT COPIES. Responders should submit Proposals in a clear, concise and legible manner to permit proper evaluation of responsive Proposals.
- b) Responders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded
- c) No oral, telephonic, or faxed proposals will be considered. No oral, telephonic, or faxed corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all Proposals, in whole or in part and to waive any or all formalities in connection therewith.

2. **PROPOSAL SUBMISSION**

Proposals are to be submitted in a sealed envelope addressed as follows:

RFP: 5787 Due: October 7, 2008

Purchasing Agent
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Please be advised that the person(s) signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. **PROPOSAL TIME**

Proposals shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud. A responder may withdraw a proposal at any time prior to the above scheduled date and time. Any proposal received after the above scheduled date and time shall not be accepted or opened.

4. **TOWN OPTIONS**

The TOWN reserves the right to reject any and all proposals and does not bind itself to accept the lowest proposal or any proposal for this work or any part thereof, and shall have the right to ask for new proposals for the whole or parts, should it desire to do so.

If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

5. **TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. **INQUIRIES**

All inquiries regarding this request may be directed to the **Mr. Raymond Lupkas (203-452-5050)**, and shall be answered up to the close of business on October 3, 2008 after which time no additional questions will be accepted. To ensure consistent interpretation of inquiries, answers to questions the Town deems to be in the interest of all responders will be made available in writing or by Fax as appropriate to all responders.

The Town reserves the right to communicate with any or all of the responders to clarify the provisions of proposals. The Town further reserves the right to request additional information from any proposal at any time after proposals are opened.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing or with a purchase order.

8. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

The contractor or subcontractor offers and agrees to assign to the public purchasing body all rights, title and interest in and to all causes of action it may have under Sec. 4 of the Clayton Act, 15 U.S.C. Section 15 or under Chapter 624 of the General Statutes of Connecticut arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

9. **HOLD HARMLESS CLAUSE**

The Contractor agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed for this requirement, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

10. **WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

11. **INSURANCE**

The successful proposer shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with an Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$ 500,000	\$ 500,000
Personal Injury Liability	\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees that fifteen (15) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to any work performed for the Town of Trumbull, written notice will be served by registered mail to the Town.

13. **PRICING**

- a. The requirements and specifications of this request call for a specific service being purchased and do not permit any substitutions. All prices quoted are to be firm for a period of one (1) year following Proposal opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.
- b. The Town requires firmed fixed prices for a period of one (1) year following Proposal opening and nothing elsewhere in this Proposal shall abrogate this firm period.

14. **PERFORMANCE AND TERMINATION**

The type of service requested is essential for the day-to-day operation of Town facilities and **Time is of the Essence**. The Contractor shall perform this service consistent with good professional practice and in accordance

with the standards and specifications set forth herein. In the event of unacceptable performance the Town shall be under no obligation to make payment and may terminate any purchase order.

16. **PERMITS**

Contractor shall obtain all necessary and required permits, if any, to comply with federal, state and local regulations, at their own expense.

17. **INVOICES**

The Contractor shall forward an ORIGINAL and one (1) copy of the invoice for payment to:

Trumbull Town Hall – Accounts Payable
5866 Main Street
Trumbull, CT 06611

18. **OPTION TO RENEW**

The Town may renew the term of a purchase order awarded for this requirement for one (1) additional year, at the price stated in the Proposal Form by giving the contractor at least thirty (30) days written notice.

19. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

20. **MISCELLANEOUS**

- a) Proposers desiring to make substitutions to standards specified shall submit those items as a separate attachment to the Proposal form. Substitutions proposed shall not be part of base Proposal, and Proposers must state amount, additional or deductible, if substitute material is accepted. Substitute Proposals shall not affect determination of lowest Proposals.
- b) **Proposers shall provide a minimum of five (5) references (name of organization and contact person) for similar work completed in the past. The Town reserves the right to initiate telephone contact with any references listed in a proposal.**
- c) The Town of Trumbull desires to award the maintenance requirement for the locations and/or equipment listed in this request, in the event that the successful proposer is not qualified to service all of the equipment listed in the buildings, the town reserves the right to issue separate purchase orders.
- d) The proposal shall be priced on a building by building basis with an additional total price for all buildings on with the intent to award to one contractor if the contractor is qualified to perform all required tasks

21. **ADDENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.

TOWN OF TRUMBULL
REQUEST FOR PROPOSAL (RFP)
HVAC MAINTENANCE VARIOUS TOWN BUILDINGS
REQUIREMENTS, SCOPE OF WORK, SPECIFICATIONS

RFP 5787

DUE:

OCTOBER 7, 2008 3:00 PM

The Town of Trumbull desires to award a purchase order for HVAC preventative maintenance for the following town owned buildings. If a responder is not qualified to service all of the equipment listed in the buildings, the town reserves the right to issue separate purchase orders.

Responses shall be priced on a building by building basis with an additional total price for all buildings with the intent to award to one qualified contractor to perform all required tasks.

- Trumbull Town Hall - 5866 Main Street
- Trumbull Town Hall Annex – 5892 Main Street
- Trumbull Main Library - 33 Quality Street
- Senior Center – 23 Priscilla Place
- Trumbull Police Headquarters – 158 Edison Road
- Tashua Knolls Golf Course Club House – 40 Tashua Road
- Tashua Knolls Maintenance Barn – 5134 Madison Ave.
- Trumbull Nature Center – 7115 Main Street
- Trumbull Teen Center at Indian Ledge Park – Whitney Ave.
- Helen Plum Building – 571 Church Hill Road
- EMS Building – 250 Middlebrooks (and Church Hill Road)
- Trumbull Counseling Center – 121 Old Mine Road

CODE FOR PREVENTATIVE MAINTENANCE SERVICES
(NOT ALL ITEMS APPLY TO ALL BUILDINGS)

- A. Inspect air filters; replace (or clean if permanent type) as required during each inspection.
- B. Check refrigerant operating pressure and sight glass if equipped on air conditioning systems.
- C. Visual inspection of electrical connections; clean and secure as required on AC systems and heating systems
- D. Check for proper voltage and amp draw; inspect contactor contacts on AC and heating systems.
- E. Inspect belts; adjust tension and or replace as necessary AC and heating systems.
- F. Oil and grease motors and bearings as required AC and heating systems.
- G. Inspect and clean condensate pans and piping on air conditioner to end of drain.
- H. Test controls for proper operation on AC system and heating systems
- I. Check conditions of indoor and outdoor coils; remove loose debris, notify owner if (cleaning, vacuuming, washing or power washing of coils is required and cost to perform.
- J. Check gas-heating section on combination AC and heating units and on heating furnaces.
- K. Visual inspection of heat exchanger and burner components for deterioration on heating units.
- L. Cycle unit in heating and or cooling and or ventilation; check for proper operation.

- M. Recommend repairs, to correct problems or improve the operation of a piece of equipment.
- N. Perform Summer or winter seasonal system change over (where applicable).
- O. Perform burner tune up: check efficiency on heating units, replace nozzle if necessary (on oil fired units).
- P. Check lock-out controls if equipped.
- Q. Inspect, clean and test operation of humidifier, replace media as required (if equipped).
- R. Pneumatic air station, replace air compressor oil and air drier filter where installed.
- S. Clean outdoor condenser coils with water and solvent, (1) time annually.
- T. Replace oil filters(s), one (1) time annually.
- U. Check and lubricate hot water circulators.
- V. Water system, heat exchanger, checks temperature difference, recommend cleaning if required, quote cost.

CODE FOR FREQUENCY OF SERVICE

- 1. One (1) inspection annually
- 2. Two (2) inspections annually (2 full inspections plus filter change)
- 3. Three (3) inspections annually (3 full inspections plus filter change)
- 4. Four (4) inspections annually (2 full inspections plus filter change)
- 5. **Intentionally left blank**

SPECIAL NOTES AND EXCLUSIONS

- Pleated air filters shall be provided as part of this service when required by frequency of service.
- This requirement does not cover the cost of any equipment repairs.
- All maintenance service to be performed during standard (non-overtime) working hours. The customer shall allow successful contractor admittance to perform maintenance services when required.
- Successful contractor is not liable for pre-existing conditions.
- A purchase order may be issued for the entire list of properties or for individual properties at the discretion and best interest of the town.
- Additions or deletions of equipment or services shall be price quoted and adjusted as required.
- All repairs that become evident shall be quoted and subject to customer approval prior to performing repair.
- All work to be completed in a workmanlike manner according to industry standard practices.
- Contractor will not be held liable for delays beyond their control, (acts of God, unavailability of materials, strikes, delays by carriers.
- Non-maintainable items such as ductwork, equipment cabinets, electrical service, are not part of this requirement.

THE FOLLOWING IS A TABULATION OF EQUIPMENT INSTALLED IN EACH BUILDING WITH CODES FOR PREVENTATIVE MAINTENANCE REQUIRED, AND FREQUENCY OF SERVICE PER YEAR

EQUIPMENT LIST FOR TRUMBULL TOWNHALL					
QTY	EQUIPMENT	SERVES	MODEL	KEY CODES	FREQ CODE
1	PACKAGED HVAC	COURT RM	CARRIER	A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2
1	PACKAGED HVAC	ENG DEPT	CARRIER	A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2
1	PACKAGED HVAC	SECOND FL CENTER	CARRIER	A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2
1	PACKAGED HVAC	FIRST FL CENTER	CARRIER	A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2
1	PACKAGED HVAC	FIRST FL FRONT	CARRIER	A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2
1	CONDENSER UNIT	BASEMENT	CARRIER	B,C,D,E,F,H,I,L,M	1
1	PACKAGED HVAC	SECOND FL FRONT	CARRIER	A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2
1	SPLIT SYSTEM AC	BASEMENT	CARRIER	A,B,C,D,F,G,H,I,L,M,N,P	2
1	CONDENSER UNIT	COMPUTER ROOM		B,C,D,E,F,H,I,L,M	1
1	SPLIT SYSTEM AC	COMPUTER ROOM	CARRIER	A,B,C,D,F,G,H,I,L,M,N,P	2

PLEATED AIR FILTERS SHALL BE PROVIDED; (2) SITE VISITS ARE REQUIRED ANNUALLY

EQUIPMENT LIST FOR TRUMBULL TOWNHALL ANNEX					
QTY	EQUIPMENT	SERVES	MODEL	KEY CODES	FREQ CODE
1	BOILER	WHOLE BUILDING		C,D,F,H,K,M,O,U	1
1	SPLIT SYSTEM	FIRST FLOOR		A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2
1	CONDENSER UNIT	FUNCTION ROOM		B,C,D,E,F,H,I,L,M	1
1	CONDENSER UNIT	FUNCTION ROOM		B,C,D,E,F,H,I,L,M	1
1	SPLIT SYSTEM	SECOND FLOOR		A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2

PLEATED AIR FILTERS SHALL BE PROVIDED; (2) SITE VISITS ARE REQUIRED ANNUALLY

EQUIPMENT LIST FOR TRUMBULL LIBRARY					
QTY	EQUIPMENT	MAKE	MODEL	KEY CODES	FREQ CODE
1	BOILER			C,D,F,H,K,M,O,U	1
1	AIR HANDLER			A,B,C,D,E,F,G,H,L,M,N,P	2
1	AIR CONDITIONING UNIT			A,B,C,D,E,F,G,H,J,L,M,P	2
1	AIR CONDITIONING UNIT			A,B,C,D,E,F,G,H,J,L,M,OP	2
1	AIR HANDLER			A,B,C,D,E,F,G,H,L,M,N,OP	2

PLEATED AIR FILTERS SHALL BE PROVIDED; (2) SITE VISITS ARE REQUIRED ANNUALLY

EQUIPMENT LIST FOR TRUMBULL SENIOR CENTER					
QTY	EQUIPMENT	SERVES	MODEL	KEY CODES	FREQ CODE
1	BOILER & CIRCULATORS W/ VFD'S	WHOLE BLDG		C,D,F,H,K,M,O,T,U	1
1	AIR HANDLER	FUNCTION ROOM		A,B,C,D,E,F,G,H,I,L,M,NP	2
1	CONDENSER UNIT	FUNCTION ROOM		B,C,D,E,F,H,I,L,M	1
1	BOILER AIR SUPPLY	BOILER ROOM		A,C,D,E,F,H,M	1
2	SPLIT SYSTEM	CARD ROOM	MITISUBISHI	A,B,C,D,E,F,G,H,I,L,M,N,P	2
1	CONDENSER UNIT	FUNCTION ROOM		B,C,D,E,F,H,I,L,M	1
1	SPLIT SYSTEM	ADMIN OFFICE	TRANE	A,B,C,D,E,F,G,H,I,L,M,N,P,	2
1	CONDENSER UNIT	FUNCTION ROOM		B,C,D,E,F,H,I,L,M	1
1	SPLIT SYSTEM	ADMIN OFFICE	TRANE	A,B,C,D,E,F,G,H,I,L,M,NP	2
1	CONDENSER UNIT	FUNCTION ROOM		B,C,D,E,F,H,I,L,M	1
1	SPLIT SYSTEM	ADMIN OFFICE	TRANE	A,B,C,D,E,F,G,H,I,L,M,NP	2

PLEATED AIR FILTERS SHALL BE PROVIDED; (2) SITE VISITS ARE REQUIRED ANNUALLY

EQUIPMENT LIST FOR TRUMBULL POLICE HEADQUARTERS					
QTY	EQUIPMENT	MAKE	MODEL	KEY CODES	FREQ CODE
1	GARAGE UNIT			A,C,D,E,F,H,I,J,K,L,M,,P	1
1	BASEMENT PKG. UNIT	TRANE		A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2
1	FIRST FLOOR PKG. UNIT	TRANE		A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2
1	SECOND FLOOR PKG UNIT	TRANE		A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2
1	FIRST FLOOR HEAT PUMP	TRANE		A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2

PLEATED AIR FILTERS SHALL BE PROVIDED; (2) SITE VISITS ARE REQUIRED ANNUALLY

EQUIPMENT LIST FOR TEEN CENTER AT INDIAN LEDGE					
QTY	EQUIPMENT	SERVES	MODEL	KEY CODES	FREQ CODE
3	PROPANE HEATERS	WHOLE BUILDING		C,D,F,H,K,M,O,U	1
1	SPLIT SYSTEM	SECOND FLOOR		A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	1
1	CONDENSER UNIT			B,C,D,E,F,H,I,L,M	1

EQUIPMENT LIST FOR TRUMBULL TASHUA CLUBHOUSE					
NOTE: THIS BUILDING MAY BE REMOVED FROM THE FINAL AWARD AND BE PLACED UNDER A SEPARATE CONTRACT IN THE INTEREST OF THE TOWN					
QTY	EQUIPMENT	SERVES	MODEL	KEY CODES	FREQ CODE
2	BOILERS	WHOLE BUILDING		C,D,F,J,K,M,O,T	1
1	SPLIT SYSTEM	MAIN FLOOR		A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	1
1	CONDENSER UNIT	MAIN FLOOR		,B,C,D,E,F,,H,I,,,L,M	1
1	SPLIT SYSTEM	LOCKER ROOME	TRANE	A,B,C,D,E,F,G,H,I,L,M,N,P,	2
1	CONDENSER UNIT	LOCKER ROOM		,B,C,D,E,F,,H,I,,,L,M	1
1	SPLIT SYSTEM	MAIN FLOOR		A,B,C,D,E,F,G,H,I,J,K,L,M,N,P	2
1	CONDENSER UNIT	MAIN FLOOR		,B,C,D,E,F,,H,I,,,L,M	1

PLEATED AIR FILTERS SHALL BE PROVIDED; (2) SITE VISITS ARE REQUIRED ANNUALLY

EQUIPMENT LIST FOR TRUMBULL TASHUA KNOLLS MAINTENANCE BARN					
QTY	EQUIPMENT	MAKE	MODEL	KEY CODES	FREQ CODE
1	FURNACE			C,D,E,F,H,K,L,M,O	1

PLEATED AIR FILTERS SHALL BE PROVIDED; (1) SITE VISIT IS REQUIRED ANNUALLY

EQUIPMENT LIST FOR TRUMBULL HELEN PLUMB BUILDING					
QTY	EQUIPMENT	MAKE	MODEL	KEY CODES	FREQ CODE
1	SPLIT SYS.A/C FOR 1 ST . FL.			A,B,C,D,E,F,G,H,I,L,M,N,P	1
1	AIR HANDLER FOR 1 ST . FL.			A,B,C,D,E,F,G,H,I,L,M,N,P	1
1	FURNACE FOR. 1 ST . FL.			C,D,F,H,J,K,M,O	1
1	SPLIT SYS A/C FOR. 2 ND . FL.			A,B,C,D,E,F,G,H,I,L,M,N,P	1
1	A/C HANDLER FOR 2 ND . FL.			A,B,C,D,E,F,G,H,I,L,M,N,P	1
1	GAS AIR HEATER FOR 2 ND . FL.			A,B,C,D,E,F,G,H,L,M,N,O,P	1

PLEATED AIR FILTERS SHALL BE PROVIDED; (1) SITE VISIT IS REQUIRED ANNUALLY

EQUIPMENT LIST FOR TRUMBULL EMS					
QTY	EQUIPMENT	MAKE	MODEL	KEY CODES	FREQ CODE
1	PACKAGE ROOF TOP			A,B,C,D,E,F,G,H,I,M,S	2
1	PACKAGE ROOF TOP			A,B,C,D,E,F,G,H,I,L,M,S	2
1	GAS FIRED FURNACE			C,D,F,H,J,K,L,M,O	1

PLEATED AIR FILTERS SHALL BE PROVIDED; (1) SITE VISIT IS REQUIRED ANNUALLY

EQUIPMENT LIST FOR TRUMBULL COUNCELING CENTER					
QTY	EQUIPMENT	MAKE	MODEL	KEY CODES	FREQ CODE
1	FURNACE			C,D,F,H,J,K,L,M,O	1
1	SPLIT SYSTEM A/C			A,B,C,D,E,F,G,H,I,L,M,NP	1

PLEATED AIR FILTERS SHALL BE PROVIDED; (1) SITE VISIT IS REQUIRED ANNUALLY

SITE VISITS MAY BE ARRANGED BY CALLING THE FOLLOWING PHONE NUMBERS:

Trumbull Town Hall	203-452-5045
Trumbull Library	203-452-5125
Trumbull Senior Center	203-452-5199
Trumbull Police Dept.	203-261-3665 (Robert DellaDonna)
Tashua Knolls Clubhouse	203-452-5188
Tashua Knolls Maintenance Shed	203-452-5085
Helen Plumb Building	203-452-5149
EMS	203-452-5164
Trumbull Counseling Center	203-452-5128

For further information contact:

John Del Vecchio, Director of Public Works	452-5045
Ray Lupkas, Engineering	452-5050

TOWN OF TRUMBULL
REQUEST FOR PROPOSAL (RFP)
HVAC MAINTENANCE VARIOUS TOWN BUILDINGS

PROPOSAL FORM

PROPOSAL NUMBER 5787

DUE:

OCTOBER 7, 2008 3:00 PM

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request. The proposed rates and discounts as follows:

Building	1 st Year	Multi year Discount	Labor Rate /hr	Reg. Rate /hr	OT Rate /hr
Town Hall	\$		\$	\$	\$
Town Hall Annex	\$		\$	\$	\$
Library	\$		\$	\$	\$
Senior Center	\$		\$	\$	\$
Nature Center	\$		\$	\$	\$
Police Dept	\$		\$	\$	\$
Teen Center	\$		\$	\$	\$
Tashua Clubhouse	\$		\$	\$	\$
Tashua Maint.	\$		\$	\$	\$
Helen Plumb	\$		\$	\$	\$
EMS	\$		\$	\$	\$
Counseling Ctr	\$		\$	\$	\$
ALL BUILDINGS	\$				

Note any exceptions or clarifications :(use additional pages as necessary)

The contractor and town agree that during the execution of the normal service/maintenance that there shall be no additional surcharges for fuel and/or miscellaneous field items necessary to perform the expected tasks included within this proposal.

 Company Name

 By (Signature)

 Address

 Print Name

 Company Name

 Title

 Date

 Telephone/Fax

 email

 24 Hour Telephone