ON CALL AGREEMENT FOR CONSTRUCTION RELATED SERVICES

# __________

This Agreement, effective upon the last signature of a party to it (the “Effective Date”), is between:

“Owner”: Portland State University
PO Box 751, FAST-CAPS
Portland, OR 97201
Representative: Cate Antisdel
Email: contracting@pdx.edu
Phone: (503) 725-4326

“Contractor”: Name: __________________________
Address: ____________________________________________
Federal ID #: __________________________________________
CCB#: ________________________________________________
Representative: ____________________________
Email: ____________________________
Phone: ____________________________

(individually a “Party” and collectively the “Parties”).

RECITALS

WHEREAS, Owner issued certain Solicitation Documents inviting construction firms to provide construction related services to Owner; and

WHEREAS, Owner having received and evaluated the responses to the Solicitation Documents, now desires to award an On Call Agreement to Contractor;

WHEREAS, Contractor desires to provide construction related services to Owner; and

WHEREAS, Contractor is willing and able to directly perform the types of construction related services stated in Contractor’s response to the Solicitation Documents;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties, intending to be legally bound agree as follows:

1. AGREEMENT DOCUMENTS.
Contractor agrees to provide ________ on an on call basis to Owner at Portland State University, Portland, Oregon, in accordance with the documents below. Capitalized terms not otherwise defined in this On Call Agreement shall have the meanings ascribed to them in the PSU General Conditions for Public Improvement.

Work shall be performed in accordance with the requirements set forth in the RFP and in each Task Order or Work Authorization issued under this Agreement. This Agreement embodies the agreement of Owner and Contractor to terms and conditions which will govern any Work that may be prescribed under a Task Order or Work Authorization that may be issued by Owner and agreed to by Contractor.

Contractor acknowledges and agrees that Owner does not warrant or guarantee that any Work will be requested or authorized under this On Call Agreement, it being the Parties’ intent that both Parties must mutually agree to any specific Work before a Task Order or Work Authorization may be issued. No Work shall be undertaken by Contractor pursuant to this Agreement without a fully executed On Call Agreement Task Order or Work Authorization, detailing the specific Work associated with a Project.

This Agreement may be amended by mutual consent, reduced to writing, and signed by the Parties.
Contractor and Owner agree that the terms and conditions of this Agreement and subsequent Task Orders and/or Work Authorizations shall be governed by the following documents, which are incorporated by reference in this Agreement and made a part hereof, and the terms below:

- On Call Agreement Request for Proposals #XXXX, issued June 1, 2014 including Addenda numbered 1-XX
- PSU General Conditions for Public Improvement, attached hereto as Appendix 4.1
- Division 1 Specifications, attached hereto as Appendix 4.2
- Contractor’s Proposal, including Contractor Information Form and Contractor’s Rates and Fees Form, attached hereto as Appendix 4.3

2. TASK ORDERS AND WORK AUTHORIZATIONS.

Work under this Agreement shall be issued by means of Task Orders or Work Authorizations, samples of which are attached hereto and incorporated herein by reference as “Exhibit A” and “Exhibit B” respectively. Task Orders and Work Authorizations are written agreements between the Owner and the Contractor for Work to be performed under this Agreement for a specific, mutually agreed upon scope of work, schedule and price. Performance of the Work shall be undertaken only upon receipt of a Task Order or Work Authorization signed by the Owner. The Work shall be carried out in strict accordance with technical specifications, drawings and schedule of Work developed in each Task Order or Work Authorization.

For directly awarded Work, scope of work, location, drawings or technical specifications will be sent to Contractor to request a quote for the Work. An Owner’s Representative can be made available to review the conditions with the Contractor. A response to the request for quote shall be required within five (5) calendar days after receiving it from Owner. Within thirty (30) calendar days after receiving the Contractor’s quote, the Owner shall respond. The Owner may accept the Contractor’s quote and award a Task Order or Work Authorization, reject the Contractor’s quote altogether, or negotiate with the Contractor. In no case will the Owner be required to compensate the Contractor for any costs incurred in preparing the quote.

Quotes shall include the following breakdown for the Contractor and all Subcontractors:

- a. Estimate of labor hours for this work and related hourly rates
- b. Estimate of materials needed and costs
- c. Estimate of equipment costs including rental
- d. Overhead, profit, and miscellaneous costs
- e. Inspection as required by the City of Portland
- f. Estimated date of completion
- g. Not to exceed value amount for the work

Upon issuance of a Task Order which has been signed by the Owner, Work shall proceed in accordance with the schedule specified. Work Authorizations shall require the signatures of the Contractor and Owner. Generally Work is expected to commence within seven (7) calendar days of the execution of each Task Order or Work Authorization and to proceed without delay until its completion.

Owner and Contractor may elect to change the terms of a Work Authorization by way of an amendment (“Amendment”) to the Work Authorization, or to change the scope of work, schedule, or compensation by way of a change order (“Change Order”) to the Work Authorization. Each such Change Order or Amendment shall be incorporated into the Agreement Documents upon full execution thereof. Task Orders shall not be changed by an Amendment or Change Order.

Contractor’s Work shall comply with the Agreement Documents and Applicable Laws and shall be performed in accordance with the professional skill, care, and standards of other professionals performing similar work under similar conditions.
3. COMPENSATION
Owner agrees to compensate Contractor for Work in accordance with the requirements of the PSU General Conditions for Public Improvement dated July 1, 2014, and according to the Contractor’s Rates and Fees Form attached hereto as “Exhibit C”, on a firm, fixed-price or a time and materials not-to-exceed basis.

Invoices must include the associated Task Order or Work Authorization number. Charges shall not exceed rates and terms listed in Exhibit C. If Task Order or Work Authorization is issued on a time and materials no-to-exceed basis, invoices shall list all hours worked, job title, rate, materials, quantities, equipment, and markups. If the Work spans multiple PSU buildings, the invoice must be broken down by charges per building. Invoices may be mailed to Portland State University, PO Box 751 Mailstop FAST-BAS, Portland, OR 97207 or emailed to basap@pdx.edu.

Pursuant to ORS 305.385 and OAR 150-305-100 and as a condition precedent to Owner’s obligation to make any payment due Contractor under this On Call Agreement, Contractor shall provide Owner with its Social Security or federal employer identification number, as applicable.

4. TERM AND TERMINATION
This Agreement shall become effective when signed by both Parties and shall terminate on June 30, 2016 unless otherwise terminated by either Party. The Owner may extend the Term of the Agreement for additional one-year periods. Task Orders and Work Authorizations may be issued at any time during the Term of this Agreement. This Agreement will remain in full force and effect during the performance of any Task Order or Work Authorization.

In addition to Owner’s rights provided in the PSU General Conditions for Public Improvement, Owner may terminate this On Call Agreement immediately upon discovery that information set forth in Contractor’s Proposal is no longer true or is false or misleading.

5. CERTIFICATION
Contractor certifies that it is licensed by the Construction Contractors Board or the State Landscape Contractors Board and shall be, throughout the period of the Agreement, licensed by the State of Oregon to do the type of Work required under terms of the Agreement. Each Proposer further certifies that it is skilled, experienced and regularly engaged in the general class and type of Work required in this Agreement and that it is competent, knowledgeable and has special skills on the nature, extent, hazards, and inherent conditions of the Work to be performed. Contractor further certifies that it has the skill, experience, workforce, and resources to satisfactorily perform such Work.

6. PERFORMANCE AND PAYMENT BONDS
At the sole discretion of the Owner, some Work Authorizations may require the Contractor to provide a performance bond and a separate payment bond. When required, receipt of such bonds by Owner shall be a condition of providing an executed agreement.

7. BOLI
Prevailing Wage Rates requirements may or may not apply to each Task Order or Work Authorizations. Each Task Order or Work Authorization shall specify whether Prevailing Wage Rates apply and indicate the title and date of the publication(s) that applies. When Prevailing Wage Rates apply, Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates and the required public works bond, as outlined in Sections C.1, C.2 and G.2.3 of the PSU General Conditions for Public Improvement.

8. INSURANCE
Contractors must provide certificates of insurance that meet PSU General Conditions for Public Improvement requirements. During the Term of the On Call Agreement, Contractor shall maintain in full force, at its own expense, from companies licensed to do business in Oregon, insurances as noted below. Contractor shall provide Owner with timely renewal of expiring certificates.
9. OWNERSHIP OF WORK PRODUCT
Any Plans, Specifications, reports, or other materials required to be delivered by Contractor pursuant to an On Call Agreement Work Authorization, whether completed, partially completed or in draft form (the "Work Product") shall be the exclusive property of Owner. Owner and Contractor intend that such Work Product be deemed "work made for hire" under 17 U.S.C. §101, as amended, of which Owner will be deemed the author. If, for any reason, the Work Product is not deemed "work made for hire," Contractor hereby irrevocably assigns to Owner all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as Owner may reasonably request or require in order to fully vest such rights in Owner. Contractor forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC Sec. 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

If applicable, Contractor will comply with Applicable Laws governing patents, copyrights, licenses and trademarks and will pay all required fees to the holders thereof. Contractor shall indemnify, defend (with counsel acceptable to Owner) and hold harmless the State of Oregon, Owner, Institutions, and their respective members, agents and employees of and from any and all claims, demands, losses, causes of action, damages, lawsuits, judgments, including attorneys’ fees and costs, arising out of or relating to patent, license, copyright, and trademark infringements arising out of the actions of Contractor, its subcontractors, agents, and employees.

10. EQUITY AND DIVERSITY
Contractor shall, when applicable, have made good faith efforts to subcontract or establish joint ventures with or obtain materials to be used in performing the agreement from Minority, Women, and Emerging Small Business enterprises, as those terms are defined in ORS200.005.

11. CONFIDENTIAL INFORMATION
Contractor acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to Owner or the State of Oregon. Any and all information of any form obtained by Contractor or its employees or agents in the performance of this Agreement shall be deemed confidential information of Owner and of State (“Confidential Information”). Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than in the performance of the Agreement, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Contractor agrees that Contractor will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement, or at Owner’s request, Contractor will turn over to Owner all documents, papers and other material in Contractor’s possession which contain Confidential Information.

12. RECYCLED PRODUCTS
Contractor shall use recyclable products to the maximum extent economically feasible in the performance of this Agreement work set forth in this document.

13. SAFETY AND HEALTH REQUIREMENTS
Equipment and services supplied shall comply with all federal Occupational Safety and Health Administration (OSHA) requirements and with all Oregon safety and health requirements, including those of the State Workers’ Compensation Department.

14. TAX COMPLIANCE
By signature on this Agreement, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Contractor and that Contractor is, to the best of the undersigned's knowledge, not in
violation of any Oregon Tax Laws. For purposes of this certification, "Oregon tax laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

15. COUNTERPARTS
This On Call Agreement may be executed in several counterparts, all of which when taken together shall constitute an agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed shall constitute an original.

16. MERGER
The Agreement Documents constitute the entire agreement between the Parties. There are no other understandings, agreements or representations, oral or written, not specified herein regarding this Agreement.

Contractor, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

In witness whereof, Portland State University executes this Agreement and the Contractor does execute the same as of the Effective Date.

Name

__________________________
Signature

__________________________
Date

Printed Name

__________________________
Title

The STATE BOARD OF HIGHER EDUCATION
acting by and through Portland State University

Catherine Antisdel

__________________________
Date

Construction Contracts Supervisor
## EXHIBIT A
### SAMPLE TASK ORDER

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<tr>
<th>TASK ORDER #</th>
<th>TASK ORDER DATE:</th>
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*Contractor: Reference the above number on invoices.*

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<tr>
<th>CONTRACTOR:</th>
<th>WORK REQUEST#:</th>
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<th>CONTACT NAME:</th>
<th>PHONE:</th>
<th>EMAIL:</th>
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<th>BUILDING:</th>
<th>ROOM# AND/OR LOCATION DESCRIPTION:</th>
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**ESTIMATED COMPLETION DATE OF WORK:**

**SCOPE OF WORK:**

The intent is that Contractor will furnish all materials, services, supervision, labor, supplies, tools, equipment and incidentals required to complete all activities necessary for a completed Project, consistent with all local, municipal and applicable Codes, according to the terms and conditions of the On Call Agreement and the OUS General Conditions.

**ATTACHED DRAWINGS OR TECHNICAL SPECIFICATIONS:**

**AUTHORIZED FIXED FEE (OR TIME AND MATERIALS NOT-TO-EXCEED) AMOUNT:** $________

Authorized amounts shall not exceed $5,000.00. The same work may not be split into multiple Task Orders.

Invoices must include the associated Task Order number. Charges shall not exceed rates and terms listed in Exhibit C of the On Call Agreement referenced below. If the fee is based on a time and materials no-to-exceed basis, invoices shall list all hours worked, job title, rate, materials, quantities, equipment, and markups. If the Work spans multiple PSU buildings, the invoice must be broken down by charges per building. Invoices may be mailed to Portland State University, PO Box 751 Mailstop FAST-BAS, Portland, OR 97207 or emailed to hasan@pdx.edu.

**BOLI:**

Prevailing Wage Rates requirements do not apply to this Project because the maximum compensation for all Owner-contracted Work does not exceed $50,000.

(Prevailing Wage Rates requirements apply to this Project because the maximum compensation for all Owner-contracted Work is more than $50,000. The Bureau of Labor and Industries (BOLI) wage rates and requirements set forth in the following BOLI booklet (and any listed amendments to that booklet), which are incorporated herein by reference, apply to the Work authorized under this Task Order. The Work will take place in Multnomah County, Oregon. **PREVAILING WAGE RATES** for Public Works Contracts in Oregon, **January 1, 2014 as amended on April 1, 2014**, can be downloaded at the following web address:

http://www.oregon.gov/boli/WHD/PWR/pages/pwr_state.aspx)

**CANCELLATION:** Owner may terminate this task order under the conditions specified in the OUS General Conditions Section J.

**OWNER’S AUTHORIZED REPRESENTATIVE WHO SHALL BE RESPONSIBLE FOR SUPERVISING THE PROJECT AND ACCEPTING THE COMPLETED WORK:** Name, title, phone, email

This work shall be performed *(The attached proposal dated________ is accepted)* according to the terms of On Call Agreement #________.

The STATE BOARD OF HIGHER EDUCATION acting by and through Portland State University

__________________________
Catherine Antisdel, Construction Contracts Supervisor

Date

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**PSU ON CALL WORKS AGREEMENT (rev. 07/14)**

**PAGE 6 of 11**

**AGREEMENT #_______**
EXHIBIT B
SAMPLE WORK AUTHORIZATION

PSU ON CALL WORK AUTHORIZATION # _________ TO ON CALL AGREEMENT # _________
PROJECT NAME: __________________________

Contractor: Name: __________________________ Representative: __________________________
Address: __________________________________ Email: __________________________
Federal ID #: __________________________________ Phone: __________________________
CCB#: ____________________________________________________________

Owner: Portland State University
PO Box 751, FAST-CAPS
Portland, OR 97201

Contracts Representative: Cate Antisdel
Email: contracting@pdx.edu
Phone: (503) 725-4326

Owner’s authorized representative who shall be responsible for supervising the project and accepting the completed work: __________________________ name, title, phone, email

This Agreement for ______ (the “Agreement”), entered into between Portland State University (hereinafter called “Owner”), and ______ (hereinafter called “Contractor”), individually the “Party” and collectively the “Parties”, shall become effective on the date this Agreement has been signed by all the Parties (the “Effective Date”).

1. SCOPE OF WORK
Location: Building, Address, Portland, Oregon

ROOM# AND/OR LOCATION DESCRIPTION: _______________

SCOPE: __________________________ as more specifically set out in Exhibit A, Scope of Work, which is attached hereto and incorporated herein to this Agreement (the “Work”). The intent is that Contractor will furnish all materials, services, supervision, labor, supplies, tools, equipment and incidentals required to complete all activities necessary for a completed Project, consistent with all local, municipal and applicable Codes, according to the terms and conditions of this Agreement and the PSU General Conditions for Public Improvement.

2. COMPENSATION
The Owner shall compensate Contractor for Work in accordance with the requirements of the July 1, 2014 PSU General Conditions for Public Improvement, in the firm, fixed-price maximum compensation amount of $ __________ on a time and materials basis subject for a maximum compensation not-to-exceed amount of $ ________ (the “Agreement Price”).

Invoice charges shall not exceed rates and terms agreed to in the On Call Agreement. They shall list all hours worked, job title, rate, materials, quantities, equipment, and fees. If Work is completed in multiples buildings, invoices must separate cost by building.

Invoices must include the above Agreement number and may be emailed to basap@pdx.edu or mailed to Portland State University, PO Box 751 Mailstop FAST-BAS, Portland, OR 97207.

3. REPRESENTATIVES (Not Applicable)
Contractor has named (Insert Name) its' Authorized Representative to act on its behalf. Owner designates, or shall designate, its Authorized Representative as indicted below (check one):
A. Unless otherwise specified in the Agreement Documents, the Owner designates [Insert Name] as its Authorized Representative in the administration of this Agreement. The above-named individual shall be the initial point of contact for matters related to Agreement performance, payment authorization, and to carry out the responsibilities of the Owner.

B. Name of Owner’s Authorized Representative shall be submitted by Owner in a separate writing.

4. KEY PERSONS (Not Applicable)
Contractor’s personnel indicated below are specifically valuable to the Project (“Key Persons”). Key Persons shall not be replaced during the Project without the written consent of Owner, which shall not be unreasonably withheld. If Contractor intends to substitute personnel, Owner shall receive the request at least 15 days prior to the effective date of substitution. When replacements have been approved by Owner, Contractor shall provide a transition period of at least 10 working days during which the original and replacement personnel shall be working on the Project concurrently. Upon authorization for the replacement of a Key Person, all subsequent substitutions of that Key Person shall require Owner’s written consent in accordance with this Section. The Key Persons for this Project are the following:

Project Executive: _______________ shall be CONTRACTOR’s Project Executive, and will provide oversight and guidance throughout the Project term.

Project Manager: _______________ shall be CONTRACTOR’s Project Manager and will participate in all meetings throughout the Project term.

Job Superintendent: _______________ shall be CONTRACTOR’s on-site Job Superintendent throughout the Project term.

Project Engineer: _______________ shall be CONTRACTOR’s Project Engineer, providing assistance to the Project Manager, and subcontractor and supplier coordination throughout the Project term.

5. AGREEMENT TERM
No billable work can proceed prior to the Agreement Effective Date (as defined above). The Final Completion of Work shall occur before or on _______. No work shall take place after this date.

6. LIQUIDATED DAMAGES (Not Applicable)
Failure to complete the Work by the time specified in this Agreement will result in actual damages to the Owner. Since actual damages will be difficult or impossible to determine, it is agreed that the Contractor shall pay Owner, not as a penalty but as liquidated damages (Insert Dollar Value) per Day for each Day elapsed in excess of the Substantial Completion Date.

7. TAX COMPLIANCE
By signature on this Agreement, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Contractor and that Contractor is, to the best of the undersigned’s knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon tax laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

8. INSURANCE REQUIREMENTS
Contractor shall comply with and obtain the insurance coverage amounts stated in the On Call Agreement.
The Owner has determined that the Contractor shall obtain insurance in the amount described in the Supplemental General Conditions, attached hereto.

9. BOLI
Prevailing Wage Rates requirements do not apply to this Project because the maximum compensation for all Owner-contracted Work does not exceed $50,000.

Prevailing Wage Rates requirements apply to this Project because the maximum compensation for all Owner-contracted Work is more than $50,000. Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates and the required public works bond, as outlined in Sections C.1, C.2 and G.2.3 of the PSU General Conditions for Public Improvement. The Bureau of Labor and Industries (“BOLI”) wage rates and requirements set forth in the following BOLI booklet (and any listed amendments to that booklet), which are incorporated herein by reference, apply to the Work authorized under this Agreement:

PREVAILING WAGE RATES for Public Works Contracts in Oregon, January 1, 2014, as amended on April 1, 2014 which can be downloaded at the following web address: http://www.oregon.gov/boli/WHD/PWR/Pages/pwr_state.aspx
The Work will take place in Multnomah County, Oregon.

10. MERGER
The Agreement Documents constitute the entire agreement between the Parties. There are no other understandings, agreements or representations, oral or written, not specified herein regarding this Agreement.

Contractor, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

In witness whereof, Portland State University executes this Agreement and the Contractor does execute the same as of the Effective Date.

Contractor Name

Signature

Date

Printed Name

Title

Portland State University

Catherine Antisdel

Date

Construction Contracts Supervisor
**EXHIBIT C**
**CONTRACTOR’S RATES AND FEES**

**APPENDIX 4.8 – RATES AND FEES**

Contractor Name: ________________________________  Date: ________________

Contractor shall either fill out this form or provide their own rate sheet which gives all required information listed below.

Attach a second page if needed for more rates.

**BOLI Hourly Rates:**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Regular Rate (7am to 5pm)</th>
<th>After Hours (5pm to 7am)</th>
<th>Emergency Rates (Respond within 2 hours)</th>
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**Non-BOLI Hourly Rates:**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Regular Rate (7am to 5pm)</th>
<th>After Hours (5pm to 7am)</th>
<th>Emergency Rates (Respond within 2 hours)</th>
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Provide a detailed explanation of what is included in the rates above (i.e. base wage, fringe benefits, workers comp, liability insurance, etc.): ____________________________________________________________

________________________________________________________________________

See Reimbursable Expenses on the next page.
### Reimbursable Expenses

All allowable expenses shall be reimbursed at cost plus markups below
Percentage charges for insurance, materials, etc. shall not be allowed

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<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
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<tbody>
<tr>
<td>Mobilization Fee</td>
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<tr>
<td>Markup on Materials</td>
<td>%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel fees</td>
<td>Not reimbursable</td>
</tr>
<tr>
<td>Parking*</td>
<td>Not reimbursable</td>
</tr>
<tr>
<td>Mileage</td>
<td>Not reimbursable</td>
</tr>
</tbody>
</table>

*PSU assumes no responsibility or liability for parking violations or parking citations.

### Other Information

Use this space to provide any other information regarding your firm’s rates and fees.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________