



Request for Proposal

The Delivery, Installation, Removal and Disposal of  
Electric Water Heaters

2018-WH

February 5<sup>th</sup>, 2018

Procurement Contact – Sherry Ingersoll, Supervisor of Supply & Services  
[supplyandservices@sjenergy.com](mailto:supplyandservices@sjenergy.com)

## **1. SAINT JOHN ENERGY OVERVIEW**

Saint John Energy is a municipal electric utility created in 1922 and located in Saint John, New Brunswick, Canada. Saint John Energy serves approximately 36,000 customers in a service territory approximately 126 square miles (323 sq. kilometers). The service territory covered in the Saint John Energy system is bound by the City of Saint John city limits. The Saint John Energy electric customer profile is made up of approximately 32,000 residential, 1,600 small commercial and 2,400 large commercial customers.

More information on Saint John Energy and its operations can be found at [www.sjenergy.com](http://www.sjenergy.com).

## **2. ATTACHMENTS**

**Appendix “A”** – Intent to Respond

**Appendix “B”** – Technical Specifications

**Appendix “C”** – Response Forms

**Appendix “D”** – Process Map

## **3. PROJECT SCOPE & OBJECTIVES**

Saint John Energy is soliciting proposals for the delivery, installation, removal and disposal of electric water heaters for customers of Saint John Energy within the boundaries of the City of Saint John, New Brunswick. This contract will be for a term of two years with an option to renew for one additional year.

Saint John Energy’s objective is to select a Supplier that:

- a. Is competitive from a quality and cost perspective;
- b. Meets the required specifications.

To achieve the preceding objectives, Saint John Energy is issuing this Request for Proposal (“RFP”) to solicit proposals for Water Heater Installation and Removal as described in the Technical Specifications (Appendix “B”).

## 4. SOLICITATION SCHEDULE

Proponents should base their proposals on the following dates:

<b>RFP issued:</b>	<b>February 5<sup>th</sup>, 2018</b>
<b>Intent to Respond Forms due:</b>	<b>February 9<sup>th</sup>, 2018</b>
<b>Questions &amp; Clarifications from Proponents due:</b>	<b>February 16<sup>th</sup>, 2018</b>
<b>Proposals due:</b>	<b>February 23<sup>rd</sup>, 2018</b>

Please note that the above schedule is subject to change.

## 5. FORMS & SUBMISSIONS

### a) Intent to Respond Forms

Signed "Intent to Respond" forms (Appendix "A") are due no later than 3:00 p.m. Atlantic Standard Time (AST) on February 9<sup>th</sup>, 2018. Intent to Respond forms must be emailed to [supplyandservices@sjenergy.com](mailto:supplyandservices@sjenergy.com).

### b) Proposals:

Proposal submissions, signed by an authorized company officer, are due no later than **3:00 p.m. AST on February 23<sup>rd</sup>, 2018**. Proposals received after that time may not be accepted and may be returned to the sender.

Proposals are required in two separate parts:

- 1) Technical Proposal
- 2) Commercial / Price Proposal.

The individual sections are to be segregated. The Technical Proposal will be evaluated first. If it is found in order, the Commercial / Price Proposal will be reviewed. The Technical Proposal shall have no direct or indirect reference to any price or financials related to the proposal. Any submissions that are found violating this clause at any stage may be disqualified without further explanation. Both parts of the proposal shall be submitted on or before the due date for submitting the proposal.

Please provide one key contact for all matters relating to the RFP process.

Proposals that have been received by Saint John Energy prior to the issuance of this RFP will not be considered by Saint John Energy under this process and should be resubmitted.

**c) Where to send proposals:**

Proponents must deliver one (1) copy of the technical proposal and supporting information and one (1) copy of the financial proposal.

The financial proposal is to be submitted in the package in a separate sealed envelope with the Proponent's name and address and clearly marked as: Water Heater Installation and Removal.

**Mailing address:**

325 Simms Street  
Saint John, New Brunswick  
E2M 3L6

**Hand Delivered :**

325 Simms Street  
Saint John, New Brunswick  
E2M 3L6

Immediately following the closing time, proposal packages will be publicly opened. Only the names and address of the proponents will be made public at this time. No other information about the proposals will be disclosed at that time. Proposals will then be forwarded to the evaluation team to review.

Saint John Energy reserves the right to reject any proposals that do not meet the requirements of this section.

## **6. QUESTIONS AND ADDENDA**

The requirements specified in this RFP reflect those presently known. Saint John Energy reserves the right to modify solicitation documents by issuing addenda at any time prior to the due date for the submission of proposals, for any reason, whether at its own initiative or in response to a clarification requested by a proponent.

All proponents are urged to carefully examine the RFP immediately and contact Saint John Energy at once if there are any items that require clarification. Proponents are expected to be fully conversant with all clauses of the RFP document before responding. All clarifications deemed by Saint John Energy to be material will be issued as written addenda and sent to all proponents. No verbal interpretation provided by Saint John Energy shall be valid and only written addenda shall bind Saint John Energy.

In the event of a conflict between the RFP and any addenda, later issued addenda shall govern to the extent of any such conflict. All addenda shall be deemed to form part of the proponent's submission.

All requests for clarification must be directed in writing via e-mail to Sherry Ingersoll at [supplyandservices@sienergy.com](mailto:supplyandservices@sienergy.com) on or before the date stipulated in the Solicitation Schedule.

Proponents will be expected to respond in writing to any questions or requests by Saint John Energy on any information and data, technical or otherwise that the proponent has submitted in response to this RFP. Failure to respond may be regarded as the proponent's decision to withdraw itself from consideration.

## **7. PROPOSAL VALIDITY PERIOD**

Proposals shall be valid for a period of at least one-hundred twenty (120) days from the Proposal due date. Proponents agree to accept an order based on the terms of the submitted proposal in the event that a written notification of award is received on or before expiration of the one-hundred twenty (120) day time period.

## **8. WITHDRAWAL AND MODIFICATION OF PROPOSALS**

Proponents may withdraw their proposal and submit a revised proposal prior to the proposal due date. After the response deadline, proponent-initiated changes will not be accepted. Proposals may be withdrawn from consideration at any time prior to the proposal due date.

## **9. CONFIDENTIAL OR PROPRIETARY INFORMATION**

Saint John Energy's normal business practices will be observed in handling proposal materials. If the proponent considers the Commercial / Price Proposal or any other information contained in its proposal to be confidential or proprietary, then each page of the proposal containing such information must be clearly marked "Confidential".

Saint John Energy shall use all commercially reasonable steps to prevent the disclosure of proponents' aggregated and personally identifiable information to third parties, except as proponents permit, or as may be required by law or its regulators.

Please be advised that this RFP contains the confidential and proprietary information of Saint John Energy for the exclusive use of your company to evaluate and respond to the RFP. Saint John Energy sends your company this RFP on the express understanding that your company shall keep the RFP in strict confidence and not use any of the information contained in the RFP for any purpose other than to evaluate and respond to the RFP. In the event these terms are unacceptable to you, please immediately return the RFP without retaining any hard or digital copies.

## **10. TECHNICAL PROPOSAL REQUIREMENTS**

Responses to all requirements listed below are required, unless otherwise stated as optional. Responses are to be provided in the same order as listed in this RFP, do not re-number or re-organize any section.

### **10.1 Technical Requirements**

A complete response shall include the following:

- a. Please state your understanding and compliance of the requirements detailed in Appendix "B" – Technical Specifications.

### **10.2 Organizational Capabilities and Process**

- a. Provide a brief overview of your company including your company name and headquarters address, the name of any sub-contractors or business partners used as part of this proposal, and length of time in business.
- b. Specify any union affiliation at your company or with any of your sub-contractors.
- c. Provide examples of previous engagements of similar nature/expertise/scale, including contact information for at least three references that are currently using your services that Saint John Energy may contact.
- d. Describe the process methodology you envision to be successful in fulfilling this contract. Refer to Appendix "D" for a diagram of our current process.
- e. Identify key personnel within your management structure who will ultimately be accountable to Saint John Energy for your company's performance.
- f. Please provide a description of your service vehicle(s).

### **10.3 Implementation Plan**

- a. Comment on the portion of the work that your company proposes to perform with its own workforce versus work that will be sublet to sub-contractors.

### **10.4 Quality and Monitoring**

- a. Provide a brief description of your quality assurance programs and quality management system.

## 10.5 Performance Standards

- a. What are your standards with respect to resolving service issues?
- b. Explain any contractual issues with unions or affiliates that may affect service levels to Saint John Energy. Indicate costs that may be incurred.

## 10.6 Supply Chain Management

- a. Describe how you will assure on-time delivery of required materials.
- b. If a unionized workforce is to be used, provide date of union contract expiry.
- c. What are your standards with respect to resolving service issues?

## 10.7 Certifications

- a. Indicate compliance and supply the necessary documentation for the following certifications with your proposal. Your proposal should also list all other certifications not listed in this RFP:
  - i. Contractor must have at least the following insurance coverage:

Third-party liability insurance acceptable to the Commission which shall have minimum limits of \$2,000,000 inclusive for both Bodily Injury including Death and Property Damage, with a reasonable deductible, acceptable to the Commission, per occurrence for Property Damage.

Automobile Liability Insurance for all licensed motor vehicles owned or leased by the Contractor or any of his employees which shall have minimum limits of \$2,000,000 inclusive for both Bodily Injury including Death and Property Damage.
  - ii. All other certifications applicable to your business that are not listed (e.g. contractor licence and relevant certifications)

## **10.8 Specialized Services**

- a. Describe any other related services your company supplies.

## **11. COMMERCIAL / PRICE PROPOSAL REQUIREMENTS**

- a. Pricing assumptions should be clearly stated.
- b. Pricing is to include “Everything Necessary” to have the work completed. If a price element is required but has not been specifically requested in this document, proponents are required to include the element and clearly note it.
- c. Specify any additional charges for “out-of-scope” work.
- d. Costs should be in Canadian dollars.
- e. GST or HST should not be included in the quoted prices but will be paid in addition to the contract price.
- f. The prices in the Pricing Proposal shall be the full inclusive value of the work described and requested additional pricing, including all costs and expenses which may be required for the work described together with all general risks, liabilities and obligations set forth or implied in this RFP.
- g. The prices shall be free from any escalation due to labour, material, and exchange rate variation.
- h. Prices should be quoted for per unit and on a lot basis if several are required.
- i. Pricing should include duty (if applicable) and freight charges.



## 12. KEY SELECTION CRITERIA

Saint John Energy anticipates using an evaluation process based on any one or more of the following Key Selection Criteria, in no particular order of importance and without limiting Saint John Energy's ability to take into account any other criteria Saint John Energy considers relevant:

- a. Pricing (40%)
- b. Organizational Capabilities and Process Methodology (20%)
- c. Relevant Experience (20%)
- d. Commercial References (12%)
- e. Quality of Proposal (5%)
- f. Sustainability Initiatives (3%)

## 13. GENERAL CONDITIONS

Notwithstanding anything contained elsewhere in this RFP, including any schedules or attachments hereto, this RFP is subject to the following terms and conditions, all of which the proponent is deemed to accept without qualification by the proponent's submission of a proposal in response to this RFP:

- a) **No Obligations:** This is an invitation for proposals and not a tender call. Saint John Energy does not intend to and does not assume or owe any contractual or other duties or obligations as a result of the issuance of this RFP, the preparation or submission of a proposal by a proponent, the receipt, opening and consideration of a proposal, the evaluation of proposals, provision of additional information or conduct of presentations, the proponent's participation in any discussions or negotiations, or on any other basis whatsoever arising out of this RFP. Without limiting the generality of the foregoing and for certainty, no Contract A is formed by the submission of a proposal in response to this RFP.
- b) **Discretionary Process:** Saint John Energy shall have sole and absolute discretion to:
  - i) modify or amend the RFP, including without limitation the Solicitation Schedule for the RFP process, the proposal requirements, or any other terms, whether material or not.
  - ii) suspend or cancel this RFP at any time.

- iii) reject any or all proposals submitted in response to this RFP and, in that event, at its option, to call for additional proposals.
  - iv) accept or reject the lowest price proposal. If only one proposal is received, it may be selected, accepted or rejected at Saint John Energy's discretion.
  - v) accept any proposal which in any manner, whether substantially or in a non-substantial or minor way, fails to conform to or comply with any of the requirements of this RFP, whether or not such requirements are expressed in mandatory terms, or reject any proposal for any such non-conformity or non-compliance.
  - vi) enter into post-submission negotiations and discussions with any one or more proponent(s) regarding price, project scope, or any other term of a proponent's submission, and such other terms as Saint John Energy may require, and to request additional information and clarification regarding any proposal.
  - vii) enter into simultaneous competitive negotiations with some or all proponents or negotiate with individual proponents.
  - viii) modify the scope of the project or any component thereof subsequent to the date for submission of proposals, whether in the context of negotiations or otherwise.
  - ix) discontinue any negotiations at any time.
  - x) solicit new proposals from firms that did not respond to this RFP and enter into negotiations with any such firm including but not limited to negotiations or proposals for components of the scope, if any, that are not included in the scope of any contract negotiated and executed with any proponent as a result of this RFP.
- c) **Evaluation and Selection:** Saint John Energy shall have the sole and absolute discretion to:
- i) assess any proposal on the basis of any one or more of the selection criteria set forth in this RFP, which criteria are not intended to be exhaustive, and/or any other criterion or factor considered appropriate by Saint John Energy.
  - ii) undertake a comparative evaluation of any proposals received and evaluate such proposals based on considerations which, in the sole opinion of Saint John Energy, would yield the best value to Saint John Energy and its customers.
  - iii) select any proposal considered by Saint John Energy to be in its best interests or the most satisfactory, including without limitation the lowest or any price proposal.
- d) **No Saint John Energy Liability:** Without limiting the generality of Section 13(a) of these RFP General Terms & Conditions and for certainty, by submission of a proposal in

response to this RFP, each proponent shall be deemed to accept and agree to the following conditions:

- i) Proponents shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, and submission of any proposal or material in response to this RFP, including without limitation the costs of any in-person presentation of proposals at Saint John Energy's offices which Saint John Energy may require, and all costs incurred by a proponent during the selection process and any negotiations.
  - ii) No proponent shall have any claim against Saint John Energy for any compensation of any kind whatsoever as a result of participating in this RFP process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, equity, breach of any duty, including, but not limited to breach of the duty of fairness, breach of the obligation to only accept non-compliant proposals or any other cause of action whatsoever.
- e) **Regulatory Approval:** Any contract or contracts entered into as a result of this RFP process shall be subject to regulatory approval.
  - f) **Governing Law:** This RFP and proposals shall be deemed to have been made in the Province of New Brunswick and shall be construed and interpreted in accordance with the laws of the Province of New Brunswick.
  - g) **Volume of Work:** Saint John Energy shall not at any time be held responsible if the estimated volume of work is found to be inaccurate. Service Providers shall not claim damages or loss of profits because of any difference between the quantities as estimated and those actually achieved in the progress of the work.
  - h) **Non-Canadians Performing Short Term Work Assignments:** The proponent, if not a Canadian citizen, is expected to determine the current Canadian government requirements for non-Canadians involved in short term work assignments in Canada and obtain any necessary visas or permits.
  - i) **Withholding Taxes and Fees:** All those submitting proposals should note that payments to non-Canadian persons or organizations are subject to the terms of the Canadian Income Tax Act and related tax treaties. Unless a waiver is obtained from the Canadian Customs and Revenue Agency, Saint John Energy will deduct and remit any applicable withholding taxes, for monies earned by the proponent while the proponent is in Canada.

## **14. SAFETY MESSAGE**

At Saint John Energy, no business objective is more important than safety. Contractors/Constructors, Service Providers and Vendors are required to adhere to the latest version of Provincial, Municipal and applicable Federal laws and regulations. They are to also follow Saint John Energy rules, guidelines, methods, practices and applicable procedures while conducting business on behalf of Saint John Energy or while on Saint John Energy property.

## **15. ENVIRONMENT AND SUSTAINABILITY**

Saint John Energy is committed to conducting a viable business in a manner which is respectful and protective of the Environment and in full compliance with legal requirements. That is why Saint John Energy maintains Environmental Management Systems that are consistent with the ISO 14001 international standard. An Environmental Management System allows a company to better manage environmental aspects of its business and improve performance. A copy of Saint John Energy's Environmental Policy is available on request.

It is important to Saint John Energy that providers of goods and services and contractors understand this commitment as they conduct business with Saint John Energy, and that they help Saint John Energy to identify opportunities to enhance environmental initiatives through the use of appropriate products or services. It is also important that external contractors who work with our company understand our environmental practices and risks. It is not the expectation of Saint John Energy that providers will have acquired ISO 14001 equivalency with their own environmental management systems.

Saint John Energy has obtained the CEA Sustainable Electricity Company™ Brand and have identified core sustainability issues that are important to us and our stakeholders as per ISO 26000 guidance.

We encourage our suppliers to review or adopt similar sustainable practices. Please include in your RFP response a statement concerning policies or practices that your company has adopted pertaining to sustainable principles. Examples include, but are not limited to: environmental sustainability, fair labour practices, health and safety management, gender equality, ethical and social responsibility, respect for ecological health and biodiversity.

Evidence of these practices may include energy efficiency or water consumption reduction programs and their related targets, hiring practice documents, health and safety programs, workplace ethics policies.

As part of our bid evaluation, your response on sustainable practices will be scored and will form a portion of our overall score based on the weighting identified in section 12.



**APPENDIX "A"**

**INTENT TO RESPOND**

The Company named below intends to submit a proposal in response to Saint John Energy's RFP Water Heater Installation and Removal

Company Name: \_\_\_\_\_

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

**Contact Information:**

Contact Name: \_\_\_\_\_

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

Telephone No. \_\_\_\_\_

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

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

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

Intent to Respond Forms are due no later than 3 p.m. AST February 9<sup>th</sup>, 2018.

Please email this form to: [supplyandservices@sjenergy.com](mailto:supplyandservices@sjenergy.com).

Please Note: Submission of this form indicates the Company intent to respond, however, it does not commit the Company to respond.



## **APPENDIX "B"**

### **TECHNICAL SPECIFICATIONS**

The successful bidder shall deliver and install Water Heaters, and remove and dispose of old water heaters for customers of Saint John Energy within the boundaries of the City of Saint John, New Brunswick.

The successful bidder shall provide the necessary labour, transportation, equipment (including hose kits) and materials necessary to replace water heaters.

The successful bidder shall dispose of any Water Heater tanks being replaced and deemed as scrap by Saint John Energy in an environmentally accepted fashion and shall comply with all federal, provincial and municipal laws regarding disposal of the water heater and all materials within the water heater.

The installation or replacement of Water Heaters shall be in accordance with the New Brunswick Electrical and Plumbing Codes and other pertinent municipal by-laws and within the specifications set out by the Manufacturer's Installation instructions. Saint John Energy currently provides water heaters from two manufacturers: OSO and GIANT.

The successful bidder shall provide proof of license or certification for all personnel being utilized in the installation of Water Heaters. Only licensed/certified trade's people as permitted by federal, provincial and municipal laws shall be permitted to install a Water Heater. The successful bidder shall hold a valid contractor's licence.

The successful bidder shall employ sufficient personnel and resources to meet its obligations. The successful bidder may choose to sub-contract portions of the work with approval from Saint John Energy.

The successful bidder shall be responsible for training their service personnel. When Commission approved training courses are offered, they shall be attended at the Contractor's expense.

The successful bidder and its sub-contractors shall be in good standing with the Workplace Health, Safety and Compensation Commission (WHSCC) and prior to approval of this RFP shall submit a letter from WHSCC evidencing such status, both for itself and its sub-contractors.

Saint John Energy reserves the right to assign work to its own employees and/or to other Contractors so that customer service will be maintained.

The successful bidder will be responsible for delivery and installation of Water Heaters between the hours of 8:00 a.m. to 10:00 p.m. on weekdays (last dispatch at 8:00 p.m.) and 8:00 a.m. to 8:00 p.m. (last dispatch at 7:00 p.m.) on weekends and holidays. Saint John Energy strives to have water heaters replaced immediately to maintain customer service levels.

The successful bidder shall be required to store a minimum of four (4) Water Heaters in a safe manner and at a secure location and shall take all reasonable care to protect the Water Heaters from loss or damage, and carry all risk property insurance to cover such storage.

The successful bidder must maintain a cellular phone for service calls after hours, to ensure prompt customer service.

The successful bidder shall, at all times, utilize a modern, well maintained, closed-in vehicle capable of transporting a minimum of two (2) Water Heaters at one time.

### **Water Heater Installation**

Currently Saint John Energy offers two types of water heaters. One is bottom fed (Giant) and the other is top fed (OSO). This could change in the future based on studies currently underway to determine the best water heating solution. Proposals shall be based on current offering.

Shut-off valves must be installed on both hot and cold water lines. The shut-off valve shall not be located between the pressure relief valve and the Water Heater. The shut-off valve must not be installed between the vacuum relief valve and the Water Heater.

For OSO installations the T&P Downpipe is to be supplied and installed by the contractor as per code. Currently, the T&P Downpipe is supplied with the Giant tanks and is to be installed by the Contractor.

For Water Heaters rated at 3.0 kW and 4.5 kW, wire size and over current shall be as follows:

<b><u>W.H. Rating</u></b>	<b><u>Minimum Wire Size</u></b>	<b><u>Over current Protection</u></b>
3.0 kW	#12 AWG Cu	20 Amperes
4.5 kW	#10 AWG Cu	30 Amperes

OSO water heater units to plug into a grounded 240 volt 2 pole 3 wire grounding single receptacle outlet, mounted in a 16.5 cu in. receptacle box with cap. All electrical receptacles to be installed within 5 feet of the Water Heater to facilitate safe and convenient operation for the Customer.

Giant water heater units are to be hard wired as per manufacturer's specifications.

Piping: ½” Wirsbo Aquapex SDR9/CSA R B137/5 potable UND9960409  
¾” Wirsbo Aquapex SDR9/CSA R B137/5 potable UN11960317  
both sizes to be 150 Psi 180°F 80 Psi 200°F Tubing

Length – Minimum 3 feet Wirsbo fittings ½” by 22 mm or ¾” by 22mm  
Each fitting to be identified hot (red) Cold (blue)  
Each piping must carry the proper above coding and color identification.

Piping must be securely affixed to a permanent structure to limit Wirsbo pipe movement. Contractor is responsible for ensuring this.

Supplied covers must be installed on all tanks.

Floor Pans must be supplied and installed by contractor for all installations.

### **Responsibility of Saint John Energy**

The Commission will maintain an adequate supply of Water Heaters.

The Commission will receive all calls from its Customers and notify the Contractor by telephone or email when service calls are required. Refer to Appendix “D” for our current Process Map.

When additional work is required at the site to adapt the Customer’s existing service to complete the Installation, the Commission will be advised as to the cost and upgrading requirements. The Commission will then advise the Customer as to their options.

### **Water Heater Statistics**

- 36,800 accounts
- 20,055 OSO Water Heater Tanks Installed
- 2,213 Giant Water Heater Tanks Installed
- In 2017, 661 OSO tanks were installed and 318 Giant Water Heaters
- It is anticipated that in 2018, the number of Giant installs will exceed 1,000. It is also anticipated that the number of OSO installs will remain consistent.
- On average, 8 installs are required to be completed per day. This is not a guarantee of minimum or maximum work load. It is just an indication of what may be required on average.



## APPENDIX “C”

### CONTRACT PRICING

Pricing is to include everything necessary to complete the work before taxes. This includes but is not limited to vehicle time, overtime and gas surcharges. Saint John Energy will not consider any other pricing other than the per unit charge.

- 1) Total price **per unit** for OSO Water Heater delivery, installation, and Disposal (excluding HST Taxes):

\$ \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (per unit)

- 2) Total price **per unit** for OSO Water Heater delivery, installation, and Disposal (excluding HST Taxes) that does not require the services of an electrician:

\$ \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (per unit)

- 3) Total price **per unit** for 40 Gallon GIANT Water Heater delivery, installation, and Disposal (excluding HST Taxes):

\$ \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (per unit)

- 4) Total price **per unit** for 60 Gallon GIANT Water Heater delivery, installation, and Disposal (excluding HST Taxes):

\$ \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (per unit)

- 5) Extra work (electrical) as approved by an authorized representative of the Commission (exclusive of material) shall be charged at a rate of:

\$ \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (per hour)

- 6) Extra work (plumbing) as approved by an authorized representative of the Commission (exclusive of material) shall be charged at a rate of:

\$ \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (per hour)

**APPENDIX “D”**

**PROCESS MAP**

Please see attachment.