



REQUEST FOR QUOTATION

Vendor No.	Bid Number / Bid Due Date 51568 / 12/07/2017
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Quantity	Description	Unit Price	Total
	<p>This is a Formal Bid Invitation</p> <p>Bid Submission Instructions:</p> <p>Sealed Bids must be submitted to and received at the following address by the due date and time listed on this Request for Quotation, where they will be publicly opened and read:</p> <p>The Port Authority of NY & NJ Attn: Bid Custodian Procurement Department 4 World Trade Center 150 Greenwich Street, 21st Floor New York, NY 10007</p> <p>Clearly mark the outside of your envelope/package with "BID ENCLOSED", the Collective/Bid Number and Due Date, and your complete company name and address.</p> <p>Bids are only accepted Monday through Friday, excluding Port Authority holidays, between the hours of 8 A.M. & 5 P.M., via regular mail, express delivery service or hand delivery. Express carrier deliveries by commercial vehicles can be made via vendors approved by Silverstein Properties, the 4 World Trade Center (4WTC) Property Manager, through the</p>		
	PLEASE QUOTE FULLY DELIVERED PRICES	PAYMENT TERMS	Total Delivered Price

This Quotation is subject to the terms and conditions set forth on the back page hereof. Bidder is advised to read these before signing.

We have read the instructions and, if favored with an order, we agree to furnish the items enumerated herein at the prices and under the conditions indicated.

Signed _____

Firm Name _____

Telephone number _____ Date _____

Fax Number _____

Federal Taxpayer ID _____

**Bidder
Must
Sign
In
Two
Places**

NOTICE TO BIDDERS: Unless the following term of assurance that the above offer is irrevocable is signed, the offer submitted herein shall not be deemed to be complete.

The foregoing offer shall be irrevocable for 90 days after the date on which the Port Authority of New York and New Jersey opens this proposal.

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Firm Name _____



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	<p>Vehicle Security Center (VSC). Presently, UPS is the only delivery vendor with approved recurring delivery times. There is extensive security at the World Trade Center Site. Individuals must present a valid government-issued photo ID to enter 4 WTC. Individuals without packages or carrying small packages or boxes that can be conveyed by hand or on a hand truck may enter through the lobby. All envelopes, packages and boxes may be subject to additional security screening.</p> <p>There is no parking available at 4 WTC/150 Greenwich Street, and parking in the surrounding area is extremely limited. The Port Authority assumes no responsibility for delays, including, but not limited to delays caused by any delivery service, building access procedure or security requirement.</p> <p>A valid government-issued photo ID is required to gain access into the building to attend the bid opening or hand deliver a bid. Bids that are not received by the bid custodian by the scheduled bid opening date will be considered late.</p> <p>If any Addenda are posted or sent as part of this Bid, the Bidder shall complete, sign and include with its Bid the addenda form(s). In the event any Bidder fails to conform to these instructions, its Bid will nevertheless be construed as though the Addenda had been acknowledged. If the Bidder downloaded this solicitation document, it is the responsibility of the Bidder to periodically check the Port Authority website at</p>		
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Quantity	Description	Unit Price	Total
	http://www.panynj.gov/business-opportunities/bid-proposaladvertisements.html and download any addenda that might have been issued in connection with this solicitation.		
	3 Years of Liebert UPS Maintenance Services Corrective Maintenance, Semi-Annual Preventive Maintenance, Annual Preventive Maintenance, and Emergency Service as described in the attached "Specifications". On this RFQ form, insert the "Total Three (3) Year Contract Price" as quoted in the attached "Attachment A - Pricing Sheet".		
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Signed _____ Date _____
 Firm Name _____

TERMS AND CONDITIONS

1. The Port Authority (PA) reserves the right to request information relating to seller's responsibility, experience and capability to perform the work.
2. Unless otherwise provided, complete shipment of all items must be in one delivery FOB delivery point. Payment will not be made on partial deliveries unless authorized in advance by the party to be charged and the discount, if any, will be taken on the total order.
3. PA payment terms are net 30 days. Cash discounts for prompt payment of invoices may be taken but will not be considered in determining award, except in the case of tie bids.
4. Separate unit and total FOB delivered prices must be shown.
5. Sales to the PA and to PATH are currently exempt from New York and New Jersey State and local taxes and generally from federal taxation. The seller certifies that there are no federal, state, municipal or any other taxes included in the prices shown hereon.
6. The PA shall have the absolute right to reject any or all proposals or to accept any proposal in whole or part and to waive defects in proposals.
7. Unless the phrase "no substitute" is indicated, bidder may offer alternate manufacturer / brands, which shall be subject to Port Authority approval. Please indicate details of product being offered with bid.
8. Acceptance of seller's offer will be only by Purchase Order Form signed by the PA. No change shall be made in the agreement except in writing.
9. If the seller fails to perform in accordance with the terms of this purchase order, the PA may obtain the goods or services from another contractor and charge the seller the difference in price, if any, a reletting cost of \$100, plus any other damages to the PA.
10. Upon request, sellers are encouraged to extend the terms and conditions of any terms agreement with the PA to other government and quasi-government entities by separate agreement.
11. By signing this quotation or bid, the seller certifies to all statements on Form PA 3764A regarding non-collusive bidding; compliance with the PA Code of Ethics; and the existence of investigations, indictments, convictions, suspensions, terminations, debarments and other stated occurrences to assist the PA in determining whether there are integrity issues which would prevent award of the contract to the seller. The PA has adopted a policy set forth in full on PA 3764A, that it will honor a determination by an agency of the State of New York or New Jersey that a bidder is not eligible to bid on or be awarded public contracts because the bidder has been determined to have engaged in illegal or dishonest conduct or to have violated prevailing wage legislation. The Terms and Conditions of PA 3764A apply to this order. A copy can be obtained by calling (212) 435-4600 or at <http://www.panynj.gov/business-opportunities/become-vendor.html>
12. The vendor may subcontract the services or use a supplier for the furnishing of materials required hereunder to such persons or entities as the Manager, Purchasing Services may from time to time expressly approve in writing. All further subcontracting shall also be subject to such approval.
13. The successful bidder (vendor) shall not issue nor permit to be issued any press release, advertisement, or literature of any kind, which refers to the Port Authority or that goods will be, are being or have been provided to it and/or that services will be, are being or have been performed for it in connection with this Agreement, unless the vendor first obtains the written approval of the Port Authority. Such approval may be withheld if for any reason the Port Authority believes that the publication of such information would be harmful to the public interest or is in any way undesirable.
14. Neither the Commissioners of the Port Authority, nor Directors of PATH, nor any of them, nor any officer, agent or employee thereof, shall be charged personally by the Contractor with any liability, or held personally liable to the Contractor under any term or provision of this Agreement, or because of its execution or attempted execution, or because of any breach, or attempted or alleged breach, thereof.

SPECIFICATIONS

1. GENERAL AGREEMENT

These specifications relate generally to the corrective maintenance and preventive maintenance of Uninterrupted Power Supply (UPS) Power and Battery units manufactured by Liebert, located at LaGuardia Airport (Facility). These units monitor the substation high voltage distribution system, as well as receive remote control of the breaker, the current, and the load assessment. The term of the Contract will be three (3) years.

2. WORK REQUIRED

The Contractor will do all things necessary to repair and maintain all Liebert UPS Power and Battery units, so that they are in good working order 24 hours a day, 7 days a week. The work required includes but is not limited to corrective maintenance, semi-annual maintenance, annual preventive maintenance, and as-needed emergency service. The Liebert unit models and quantities to be serviced under this contract are as follows:

Liebert Model #	No. of Units
U36MB15432CC60S	2
U39SA154ACCD615	2
U36BP150XRBNUUU	4
U36BP150XRBNUUU	4
U36BP150XRBNUUU	4
U36TC15432A0C	2

Corrective Maintenance shall consist of on-call maintenance including the replacement of unserviceable parts. All parts shall be factory new and unused. No rebuilt parts will be accepted without prior authorization from the Facility Manager. The Facility Manager will schedule 2 weeks in advance and corrective maintenance shall be conducted during normal business hours Monday through Friday, 7:00 AM to 3:00 PM. Compensation for corrective maintenance will be in accordance with the “All Inclusive Price Per Visit” inserted in the Pricing Sheet.

Semi-Annual Preventive Maintenance shall consist of a complete visual inspection of the equipment, including sub-assemblies, wiring harness, contacts, cables, and major components. Perform temperature check on all breakers, connections, and associated controls. Check rectifier and inverter snubber boards for discoloration. Check air filters for cleanliness. Record all voltage and current meter readings on the module control cabinet or the system control cabinet. The Facility Manager will schedule 2 months in advance and semi-annual preventive maintenance shall be conducted during normal business hours Monday through Friday, 7:00 AM to 3:00 PM. Compensation for semi-

annual preventive maintenance will be in accordance with the “All Inclusive Price Per Visit” inserted in the Pricing Sheet.

Annual Preventive Maintenance shall consist of checking the inverter and rectifier snubbers for burned or broken wires. Clean any foreign material and dust from internal compartments. Replacement of defective batteries, battery recycling, and single jar replacement. Perform operational test of the system including unit transfer and battery discharge. Calibration of the equipment to meet manufacturers specifications. Check all nuts, bolts, screws, and connectors for tightness and heat discoloration. Check fuses on the DC capacitor deck for continuity. Check or perform Engineering Field Change Notices. Measure and record all low-voltage power supply levels. Record phase-to-phase input voltage and currents. Check power capacitors for swelling or leaking oil. The Facility Manager will schedule 2 months in advance and annual preventive maintenance shall be conducted once during a 12-month period and during normal business hours Monday through Friday, 7:00 AM to 3:00 PM. Compensation for annual preventive maintenance will be in accordance with the “All Inclusive Price Per Visit” inserted in the Pricing Sheet.

NOTE: Corrective Maintenance, Semi-Annual Maintenance, and Annual Preventative Maintenance cover all aspects of repair services exclusive of negligence or abuse.

Emergency Service may be requested by the Facility Manager as needed, and only the Facility Manager will determine what situation or condition will be deemed an emergency. The Contractor shall be available to perform emergency service at any time under this Contract, 24 hours a day, 7 days a week, including weekends and holidays. The Contractor shall be responsible for the following:

- Provide 24-hour emergency contact phone number and responsiveness
- Provide four (4) hour response time, upon request by the Facility Manager.

3. COMPENSATION FOR NET COST OF MATERIALS

Compensation for materials procured under this clause shall be the Net Cost the Contractor pays for such materials, as accepted by the Port Authority, plus the percentage mark-up / mark-down as quoted on the Pricing Sheets. The Contractor shall obtain the written approval of the Port Authority prior to making any expenditures hereunder for any item of materials pursuant to this clause.

Whenever any authorized Work is performed (whether by the Contractor directly or through a subcontractor), the Contractor shall, at the completion of a work order, submit to the Port Authority any pertinent documentation showing the character of the materials furnished for such Work, from whom they were purchased and the amount to be paid therefor. The documentation of materials is to be submitted for the purpose of

enabling the Port Authority to determine the amounts to be included for materials used in the performance of Work and to be paid by the Port Authority under this clause. The failure of the Contractor to furnish the documentation of materials with respect to any Work shall constitute a conclusive and binding determination on its part that the Contractor has waived all claims for payment for such materials, as applicable.

4. LEGAL HOLIDAYS

Except where otherwise specified, all of the following holidays will be observed at the Facility. Where specified, these holidays shall mean and include:

- | | |
|----------------------------------|--------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King, Jr. Birthday | Columbus Day |
| Lincoln's Birthday | Veterans Day |
| President's Day | Thanksgiving Day |
| Memorial Day | The day after Thanksgiving Day |
| Independence Day | Christmas Day |

5. TERMINATION

The Port Authority may terminate this Contract with cause at any time and without cause within five (5) business days' written notice to the vendor and in such an event this Contract shall cease and expire on the date set forth in the notice of termination as fully and completely as though such date was the original expiration date. Such cancellation shall be without prejudice to the rights and obligations of the parties arising out of portions of this agreement already performed but no allowance shall be made for anticipated profits. The Vendor shall complete delivery of all items ordered before receipt of the notice of termination.

6. NON DISCRIMINATION REQUIREMENTS

The Vendor shall take all necessary and reasonable steps to ensure non-discrimination in the performance and administration of all aspects of this Contract.

A. Vendor hereby agrees that no person on the ground of race, color, national origin, creed/religion, sex, age or handicap/disability shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the furnishing of goods or services or in the selection and retention of subcontractors and/or vendors under this Contract. Vendor shall also ascertain and comply with all applicable federal, state and local laws, ordinances, rules, regulations, and orders that pertain to equal employment opportunity, affirmative action, and non-discrimination in employment.

B. Vendor agrees that these "Non Discrimination Requirements" are a binding part of this Contract. Without limiting the generality of any other term or provision of this Contract, in the event the Authority, or a state or federal agency finds that the Contractor or any of its subcontractors or vendors has not complied with these "Non Discrimination Requirements", the Authority may

cancel, terminate or suspend this Contract in accordance with Section 14 of these Standard Terms and Conditions entitled “Termination.”

C. Vendor agrees to cooperate fully with the Authority’s investigation of allegations of discrimination. Cooperation includes, but is not limited to, allowing the Authority to question employees during the investigation of allegations of discrimination, and complying with directives that the Authority or the State or Federal government deem essential to ensure compliance with these “Non-Discrimination Requirements.”

7. INSURANCE PROCURED BY THE CONTRACTOR

The Contractor and its subcontractor(s) shall take out, maintain, and pay the premiums on Commercial General Liability Insurance, for the life of the Contract and such Insurance and shall be written on an ISO occurrence form CG 00 01 0413 or its equivalent covering the obligations assumed by the Contractor under this Contract including but not limited to premise-operations, products and completed operations and independent contractors coverage, with contractual liability language covering the obligations assumed by the Contractor under this Contract and, if vehicles are to be used to carry out the performance of this Contract, then the Contractor shall also take out, maintain, and pay the premiums on Automobile Liability Insurance covering any autos in the following minimum limits:

Commercial General Liability Insurance - \$ 2 million combined single limit per occurrence for bodily injury and property damage liability.

Automobile Liability Insurance - \$ 2 million combined single limit per accident for bodily injury and property damage liability.

The insurance shall be written on an occurrence basis, as distinguished from a “claims made” basis, and shall not include any exclusions for “action over claims” (insured vs. insured) and minimally arranged to provide and encompass at least the following coverages:

- Contractual Liability to cover liability assumed under the Contract;
- Independent Contractor’s Coverage;
- Premise-Operations, Products and Completed Operations Liability Insurance;
- The insurance coverage (including primary, excess and/or umbrella) hereinafter afforded by the Contractor and all subcontractor(s) shall be primary insurance and non-contributory with respect to the additional insureds;
- Excess/umbrella policies shall “follow form” to the underlying policy;
- Excess/umbrella policies shall have a liberalization clause with drop down provision;

- Coverage for explosion, collapse and underground property damage (XCU);
- Deletion of the pollution exclusion;
- To the extent any coverage the Contractor and subcontractor(s) obtains and/or maintains under this Contract contains “Other Insurance” language or provisions, such language or provisions shall not be applicable to the additional insureds or to any insurance coverage maintained by the additional insureds;
- All insurance policies shall include a waiver of subrogation, as allowed by law, in favor of the additional insureds;
- Defense costs must be outside of policy limits. Eroding limits policies are not permitted;
- In the event the Contractor and/or its subcontractors obtains and/or maintains insurance in an amount greater than the minimum limits required under this Contract, then the full limits of that insurance coverage will be available to respond to any claim asserted against the additional insureds that arises out of or is in any way connected with this Contract;
- Additional insureds coverage shall not be restricted to vicarious liability unless required by controlling law.

In addition, the liability policy (ies) shall be written on a form at least as broad as ISO Form CG 20 10 10 01 (for ongoing operations work) together with ISO Form CG 20 37 10 01 (for completed operations work) or their equivalent and endorsed to and name “The Port Authority of New York and New Jersey and its related entities, their Commissioners, Directors, Superintendents, officers, partners, employees, agents, the City of New York, their affiliates, successors or assigns” as Insured (as defined in the policy or in an additional insured endorsement amending the policy’s “Who is An Insured” language as the particular policy may provide). The “Insured” shall be afforded coverage and defense as broad as if they are the first named insured and regardless of whether they are otherwise identified as additional insureds under the liability policies, including but not limited to premise-operations, products-completed operations on the Commercial General Liability Policy. Such additional insureds status shall be provided regardless of privity of contract between the parties. The liability policy (ies) and certificates of insurance shall contain separation of insured and severability of interests’ clauses for all policies so that coverage will respond as if separate policies were in force for each insured. An act or omission of one of the insureds shall not reduce or void coverage to the other insureds. The Contractor is responsible for all deductibles or losses not covered by commercially procured insurance. Any portion of the coverage to be provided under a Self-Insured Retention (SIR) of the Contractor is subject to the review and approval of the General Manager, Risk Financing. Furthermore, any insurance or self-insurance maintained by the above additional insureds shall not contribute to any loss or claim.

If any of the Work is to be done on or at Port Authority facilities by subcontractors and, if the Contractor requires its subcontractors to procure and maintain such insurance in the name of the Contractor, then such insurance as is required herein shall include and cover the additional insureds and it must have insurance limits not lower than those set forth by

the Port Authority herein, along with all the insurance requirements in this section known as “Insurance Procured by the Contractor”.

All insurance coverage shall be provided by the Contractor and/or by or for any of its subcontractors at no additional expense to the Port Authority and its related entities. A copy of this section titled “Insurance Procured by the Contractor” shall be given to your insurance agent and subcontractors and shall form a part of the covered contract or subcontract for insurance purposes in furtherance of the insurance requirements under this Contract.

Further, it is the Contractor’s responsibility to maintain, enforce and ensure that the type of coverages and all limits maintained by it and any of all subcontractors are accurate, adequate and in compliance with the Port Authority requirements; and the Contractor is to retain a copy of its subcontractors’ certificates of insurance. All certificates of insurance shall be turned over to the Port Authority prior to the start of work, including subcontractors’ work, and upon completion of the Contract.

The Contractor, its subcontractors, and its insurers shall not, without obtaining the express advance written permission from the General Counsel of the Port Authority, raise any defense involving in any way the jurisdiction of the Tribunal over the person of the Port Authority, the immunity of the Port Authority, its Commissioners, officers, agents or employees, the governmental nature of the Port Authority, or the provisions of any statutes respecting suits against the Port Authority.

The Contractor and its subcontractor(s) shall also take out, maintain, and pay premiums on Workers’ Compensation Insurance in accordance with the requirements of law in the state(s) where work will take place, and Employer’s Liability Insurance with limits of not less than \$1million per each accident.

Each policy above shall contain an endorsement that the policy may not be canceled, terminated, or modified without thirty (30) days’ prior written notice to the Port Authority Att: Facility Contract Administrator, at the location where the work will take place with a copy to the General Manager, Risk Financing.

The Port Authority may, at any time during the term of this Contract, change or modify the limits and coverages of insurance. Should the modification or change results in an additional premium, the General Manager, Risk Financing for the Port Authority may consider such cost as an out-of-pocket expense.

Within five (5) days after the award of this Contract and prior to the start of work, the Contractor must submit an original certificate of insurance to the Port Authority Facility Contract Administrator, at the location where the work will take place. This certificate of insurance MUST show evidence of the above insurance policy (ies), including, but not

limited to, the cancellation notice endorsement and stating the contract number prior to the start of work. The Contractor is also responsible for maintaining and conforming to all insurance requirements from the additional insureds and their successors or assigns. The General Manager, Risk Financing must approve the certificate(s) of insurance before any work can begin. Upon request by the Port Authority, the Contractor shall furnish to the General Manager, Risk Financing, a certified copy of each policy, including the premiums.

If at any time the above liability insurance should be canceled, terminated, or modified so that the insurance is not in effect as above required, then the Contractor and all subcontractors shall suspend performance of the Contract at the premises until a satisfactory insurance policy (ies) and certificate of insurance is provided to and approved by Risk Financing, unless the Facility or Project Manager directs the Contractor, in writing, to continue to performing work under the Contract. If the Contract is so suspended, no extension of time shall be due on account thereof.

Renewal certificates of insurance or policies shall be delivered to the Port Authority Facility Contractor Administrator, and upon request from the additional insureds, their successors or assigns at least fifteen (15) days prior to the expiration date of each expiring policy. The General Manager, Risk Financing must approve the renewal certificate(s) of insurance before work can resume on the facility. If at any time any of the certificates or policies shall become unsatisfactory to the Port Authority, the Contractor shall promptly obtain a new and satisfactory certificate and policy and provide same to the Port Authority.

Failure by the Contractor to meet any of the insurance requirements, including the requirement that the Port Authority be afforded the full extent of the insurance obtained under this Contract without limitation, shall be deemed a material breach of contract and may be a basis for termination of this Contract by the Port Authority.

The requirements for insurance procured by the Contractor and subcontractor(s) shall not in any way be construed as a limitation on the nature or extent of the contractual obligations assumed by the Contractor under this Contract. The insurance requirements are not a representation by the Port Authority as to the adequacy of the insurance necessary to protect the Contractor against the obligations imposed on it by law or by this or any other contract. [CITS # 5461N]

Bid #51568
Attachment A - Pricing Sheet

A. CORRECTIVE MAINTENANCE					
<u>Tag #</u>	<u>Description</u>	<u>Liebert Model #</u>	<u>No. of Visits for 3 Years</u>	<u>All-inclusive Price per Visit</u>	<u>Total Contract Price</u>
1486075	S600T MBC <1200	U36MB15432CC60S	6	\$	\$
1486358	S600T 150-225	U39SA154ACCD615	6	\$	\$
1486359	Sealed Battery	U36BP150XRBNUUU	6	\$	\$
1486360	Sealed Battery	U36BP150XRBNUUU	6	\$	\$
1486361	Sealed Battery	U36BP150XRBNUUU	6	\$	\$
1488016	MBC/SLIM LN CAB	U36TC15432A0C	6	\$	\$
A. Total Three (3) Year Contract Price for Corrective Maintenance:					\$
B. SEMI-ANNUAL MAINTENANCE					
<u>Tag #</u>	<u>Description</u>	<u>Liebert Model #</u>	<u>No. of Visits for 3 Years</u>	<u>All-inclusive Price per Visit</u>	<u>Total Contract Price</u>
1486075	S600T MBC <1200	U36MB15432CC60S	6	\$	\$
1486358	S600T 150-225	U39SA154ACCD615	6	\$	\$
1486359	Sealed Battery	U36BP150XRBNUUU	6	\$	\$
1486360	Sealed Battery	U36BP150XRBNUUU	6	\$	\$
1486361	Sealed Battery	U36BP150XRBNUUU	6	\$	\$
1488016	MBC/SLIM LN CAB	U36TC15432A0C	6	\$	\$
B. Total Three (3) Year Contract Price for Semi-annual Maintenance:					\$
C. ANNUAL MAINTENANCE					
<u>Tag #</u>	<u>Description</u>	<u>Liebert Model #</u>	<u>No. of Visits for 3 Years</u>	<u>All-inclusive Price per Visit</u>	<u>Total Contract Price</u>
1486075	S600T MBC <1200	U36MB15432CC60S	3	\$	\$
1486358	S600T 150-225	U39SA154ACCD615	3	\$	\$
1486359	Sealed Battery	U36BP150XRBNUUU	3	\$	\$
1486360	Sealed Battery	U36BP150XRBNUUU	3	\$	\$
1486361	Sealed Battery	U36BP150XRBNUUU	3	\$	\$
1488016	MBC/SLIM LN CAB	U36TC15432A0C	3	\$	\$
C. Total Three (3) Year Contract Price for Annual Maintenance:					\$
D. EMERGENCY MAINTENANCE					
			<u>No. of Visits for 3 Years</u>	<u>All-inclusive Price per Visit</u>	<u>Total Contract Price</u>
			6	\$	\$
D. Total Three (3) Year Contract Price for Emergency Maintenance:					\$
E. NET COST OF MATERIALS					
		<u>Estimated Cost</u>	<u>Contractor's Percentage</u>		
			(+, -, or 0)		
		\$5000, X	%	=	\$
E. Total Three (3) Year Contract Price for Net Cost of Materials:					\$
TOTAL THREE (3) YEAR CONTRACT PRICE:					\$
(Sum of Items A through E)					
Pricing shall be all -inclusive of, but not limited to, transportation, fuel, tolls, and materials.					