



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF AWARD/RENEWAL**

DATE:	November 15, 2022
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Overhead and Bi-Fold Doors Preventive Maintenance and Repair Services
CONTRACT NUMBER:	2243A
COMMODITY CODE:	910.55
CONTRACT PERIOD:	December 1, 2022 through November 30, 2023
RENEWAL OPTIONS:	3 Additional 1 Year Period through 2026
USER DEPARTMENT:	County
Contact Name:	See Below
Phone Number:	See Below
Email Address:	See Below
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Amelia Overhead Doors, LLC
Address:	15388 Patrick Henry Highway
City, State:	Amelia, VA 23002
Contact Name:	Jason A. Pope
Phone Number:	804-561-5979
Email address:	jpope@ameliadoor.com
ORACLE SUPPLIER NUMBER:	27984
BUSINESS CATEGORY:	Small Business
PAYMENT TERMS:	Net 30
DELIVERY:	As needed and Requested
FOB:	Destination
BUYER: Name:	Leisel O. Collins, CPPB, VCO, VCA
Title:	Assistant Division Director
Phone:	804-501-5687
Email:	COL119@henrico.us

**This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.**

## USER DEPARTMENT CONTACT LIST

### Firehouses and Fire Training/Drill Facility:

- Primary Contact  
**Cpt. Dan Schwartz**  
804-501-4472 (Office)  
804-807-1614 (Cell)  
[jsch05@henrico.us](mailto:jsch05@henrico.us)
- Secondary Contact  
**Paula Henry**  
804-501-1540 (Office)  
[hen16@henrico.us](mailto:hen16@henrico.us)
- CC: Battalion Chief of Support Services  
**Jason Wood**  
804-501-4920  
[woo10@henrico.us](mailto:woo10@henrico.us)

### Public Utilities:

- Primary Contact  
**Nellow Simukonde**  
804-727-8711  
[sim69@henrico.us](mailto:sim69@henrico.us)
- Director of Public Utilities  
**Bentley Chan**  
804-501-4280  
[cha70@henrico.us](mailto:cha70@henrico.us)

### General Services:

- Primary Contact – Jail East & West  
**Doug Gavin**  
804-501-4768 (Office)  
804-349-2039 (Cell)  
[gav@henrico.us](mailto:gav@henrico.us)
- Primary Contact - Central Automotive Maintenance  
**Larry Maready**  
804-727-8759 (Office)  
[mar126@henrico.us](mailto:mar126@henrico.us)
- Secondary Contact  
**Doug Brooks**  
804-501-5152  
[bro19@henrico.us](mailto:bro19@henrico.us)
- Director of General Services  
**Jamie Massey**  
804-501-5271  
[mas08@henrico.us](mailto:mas08@henrico.us)

## PRICE SCHEDULE – CONTRACT NO. 2243A

### ITEM NO. 1 - LABOR RATES FOR REPAIR SERVICES:

Classification	Rate Per Man Hour
Technician – Normal Work Hours	\$ 210.00
Helper – Normal Work Hours	\$ 35.00
Technician - Overtime Hourly Rates	\$ 270.00
Helper - Overtime Hourly Rates	\$ 48.00
Technician - Emergency Hourly Rates	\$ 285.00
Helper - Emergency Hourly Rates	\$ 50.00
Service Call Charge or Trip Charge for each repair service request	\$ 100.00

### ITEM NO. 2 – SEMI-ANNUAL PREVENTIVE MAINTENANCE (PM):

Locations	Estimated Number of Doors	Number of Inspections Per Year	Price Per Inspection
Firehouse 1	4	2	\$ 140.00
Firehouse 2	2	2	\$ 70.00
Firehouse 3	6	2	\$ 180.00
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Firehouse 5	4	2	\$ 140.00
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<b>Jail West</b>	4	2	\$ 140.00
<b>Central Automotive Maintenance - West</b>	49	2	\$ 1,225.00
<b>Central Automotive Maintenance - East</b>	9	2	\$ 270.00
<b>Public Utilities</b>	32	2	\$ 960.00

### SCOPE OF SERVICES

A. Cooperative Procurement.

This procurement is being conducted by the County of Henrico, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder, other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder agrees. The Successful Bidder shall deal directly with any public body it authorizes to use the resulting contract. The County, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Bidder and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a County contract. The County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder may conduct such notification.

B. Specifications.

1. The County's authorized representative will work with the Successful Bidder to coordinate preventative maintenance and repair services of overhead and bi-fold doors. It is imperative the Successful Bidder work with the County's authorized representation to coordinate these services.
2. From time to time, the County may update, add, or delete locations during the terms of this Contract.
3. Preventive Maintenance (PM):
  - a. The Successful Bidder shall perform semi-annual (2) preventive maintenance on overhead and bi-fold doors during normal working hours of 8:00 a.m. through 4:30 p.m. Monday through Friday. NOTE: PM price provided on the Bid Form shall include equipment (ie. Lift, ladders) needed to perform services. Services shall include but not limited to:
    - i. Doors
    - ii. Rollers
    - iii. Tracking
    - iv. Springs

- v. Chains
- vi. Cables
- vii. Belts
- viii. Emergency return mechanisms
- ix. Electrical components
- x. Timers
- xi. Remote equipment
- xii. Weather-stripping
- xiii. Emergency release mechanisms and opening of doors manually
- xiv. Safety Features: Safety Strips, Strobes, Audible Alarm. NOTE: Safety Features for all doors must be verified after the completion of each PM and Repairs.

b. If the equipment requires minor/major repairs beyond the scope of preventative maintenance, the Successful Bidder shall notify the department authorize representative of the needed repairs, provide him/her with a written estimate to repair the equipment, and obtain a written approval prior to performing the repair on the equipment.

4. Repair Service:

- a. The Successful Bidder shall provide minor/major repairs as needed and requested by the County's authorized representatives at the contracted hourly rates and materials costs.
- b. The Successful Bidder shall prepare and submit to the County authorized representative for approval, a detailed written Estimate/Proposal with the description of work to be performed, the man hours, labor rate(s), and the parts, materials, and components which will be required to perform the repair. Repairs shall be performed only after receipt of written authorization to proceed from the County authorized representative.
- c. If it is determined that the cause of the failure or malfunction was due to the Successful Bidder's failure to properly perform services, such repairs shall be completed at no cost to the County.
- d. The Successful Bidder shall guarantee all repairs and workmanship for a period of one (1) year or the manufacturer's warranty period, whichever is longer. The Successful Bidder, at no additional cost to the County, shall make all repairs for the same problem within this period of time.
- e. The County reserves the right to obtain estimate from other vendors for repairs.

5. Service Tickets/Reports: The Successful Bidder shall provide electronic or paper Service Tickets/Reports of all equipment within 24 hours after each preventive maintenance services. Timely receipt of these tickets is key in the performance of this contract as they are used by the County to track historical data of when, where, and what type of services were performed. Service Ticket/Reports shall include but not limited to the following information:

- a. Date of preventive maintenance services.
- b. Building name, address, and type of equipment.
- c. Details of work performed, to include parts or components replaced.
- d. Deficiencies and corrective action to be taken in accordance with the maintenance standards.
- e. Technician's name and signature.
- f. County's authorized representative signature.

6. Working Hours and Hourly Rates for Repair Services: Hourly rates shall be per man hour and include all overhead, profit, insurance, union pension fund or contributions, workmen's compensation, unemployment insurance, social security, supervision and truck usage, etc. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of Successful Bidder's owned or rental equipment is not chargeable directly but is overhead and the cost shall be included in the hourly rate.

- a. Normal Hourly Rate: The Successful Bidder shall respond to the job site and be ready to initiate required repairs within **48 hours** from the time a service call has been made. The County's normal work hours are Monday to Friday from 8:00 a.m. to 4:30 p.m.
  - b. Overtime Hourly Rate: The Successful Bidder shall be paid overtime hourly rates for services performed outside of normal work hours and must be approved by the County's authorized representative prior to work commencing. This includes work performed on Saturday, Sunday or any County holiday. The County' holidays are: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Day after Thanksgiving, Christmas Eve, and Christmas Day. If work must be carried over and the Successful Bidder wishes to continue to work beyond the County's normal working hours, authorization for overtime work must be obtained from the County's authorized representative prior to proceeding.
  - c. Emergency Repair Hourly Rate: The Successful Bidder shall provide "on-call" twenty-four (24) hours, seven (7) days per week emergency services on the equipment as needed and requested by the department authorized representative. Emergency service is defined as service required outside of normal County work hours. The Successful Bidder shall respond to the job site and be ready to initiate required emergency repairs within **four (4) hours** of contact by the County's authorized representative.
  - d. The Successful Bidder shall invoice the County a flat fee "Service Call Charge" or "Trip Charge" for each repair service request made by the County. NOTE: If the Successful Bidder technician is unable to completed repairs at the initial repair visit, and needs to return due to technicians not having the required parts or equipment, the Successful Bidder shall not invoice the County for any additional service call charge or trip charge. The "Service Call Charge" or "Trip Charge" would cover costs associated with truck mileage and travel time incurred by the Successful Bidder.
  - e. The Successful Bidder will be required to have hours worked certified at the job site by County's personnel.
7. Material, Parts, and Components:
- a. The Successful Bidder shall maintain a sufficient quantity of repair parts on hand or have ready access to these parts in order to prevent unnecessary downtime of equipment. The parts stock for all equipment covered in this solicitation shall be based on equipment manufacturer's recommendations for routine expendable parts, normal annual replacement parts and multi-year replacement parts.
  - b. All materials, parts, and equipment used by the Successful Bidder in the performance of this Contract shall be new, free from defect, asbestos free, and must comply with the Original Equipment Manufacturer (OEM) parts, unless an acceptable/comparable and approved alternative is approved in writing by the County prior to work being performed. ***The use of used, shopworn, demonstrator, prototype, reconditioned or discontinued models' parts and components are strictly prohibited.***
  - c. Warranty period for parts, components and installation workmanship provided by the Successful Bidder shall be for a period of one (1) year after completion of the installation or within the manufacturer's warranty, whichever is the later period. The warranty period shall commence upon date of acceptance by the County.
  - d. The Successful Bidder shall provide all manufacturers' warranty documents to the County's authorized representative upon completion of installation.
  - e. In accordance with the **Code of Virginia 2.2-4331**, no markup in the price of parts, materials and components will be permitted. The County will reimburse the Successful Bidder the cost of parts, materials, and components at their cost. The Successful Bidder must include a copy of their vendor's invoice (not print out or image) for the cost of parts, materials, and components used in the repair of the equipment. Failure to provide this information will cause the Successful Bidder's invoices to be returned and payment delayed.
  - f. Material, parts, and components shall be delivered to various County locations.

g. Bidders shall state on the Bid Form their policy on return of goods.

8. Work Estimates and Approvals:

- a. The Successful Bidder shall prepare and submit to the County a detail written estimate of the man hours by labor categories, labor rate(s), and parts/components which will be required to perform the repair. Such repairs shall be performed only after receipt of written authorization to proceed from the County authorized representative.
- b. If the estimate is considered not to be reasonable, the County will request a revised estimate from Successful Bidder. If the revised estimate is still considered to be unreasonable, the County will obtain repair estimates from another source prior to authorizing the Successful Bidder to proceed with repair.
- c. Upon acceptance and approval of the work estimate, the County Purchase Order shall incorporate the successful Bidder's estimated cost with the agreed upon start and completion dates. The work shall be scheduled by the County and time involved for each job shall be jointly estimated by the County and the Successful Bidder. No work is to be undertaken by the Successful Bidder until a Purchase Order or written notice to proceed. All work shall be completed within the time set forth in the Purchase Order.
- d. The Successful Bidder shall not perform work which would exceed the dollar limitation of the Estimate/Proposal without first having obtained written approval from the County's authorized representative, and a Change Order from the Purchasing Department.
- e. Failure to meet the time requirements established on the Estimate/Proposal, without prior approval from the County's authorized representative, and the Change Order may result in the Successful Bidder being considered in default of the Terms and Conditions of this Contract.
- f. The County reserves the right to obtain estimates from other vendors for repair of deficiencies

C. General Requirements.

1. The Successful Bidder shall ensure all personnel and equipment comply with all Federal, State, local, and industry regulations, standards, ordinances, and procedures in accordance with Occupational Safety and Health Standards (OSHA).
2. The Successful Bidder shall comply with the requirements set forth in the National Fire Protection Association's (NFPA) current edition of NFPA 80 – Standard for Fire Doors and Other Opening Protectives.
3. The Successful Bidder shall provide experienced, qualified, properly licensed/certified and properly trained technicians to perform the requirements as outlined in the Scope of Work/Services. Bidder shall include in their bid response, a list of licensed/certified technicians.
4. The Successful Bidder shall have a minimum of five (5) years' experience in providing preventive maintenance and repair services of overhead and bi-fold doors, must be a registered contractor in the Commonwealth of Virginia in accordance with Title 54.1, Chapter 11 of the Code of Virginia, as amended at the time of quote submission, and must possess a Virginia Contractor's License Classification B or better with Specialty Classification of Electrical Contractor (ELE) and Commercial Building Contracting (CBC) or Commercial Improvement Contracting (CIC) issued by the Commonwealth of Virginia Board of Contractors. Bidder shall provide proof of experience and a copy of license with the Bid Form.
5. The Successful Bidder shall be familiar with all door functions and associated equipment functioning with door opening including, but not limited to remote door openers, pull chain operations, bay heaters and relays, bay exhaust systems and relays, and full bay exhaust systems and relays.
6. The Successful Bidder's technicians shall mark any door that is discovered to be inoperative and/or unsafe during an inspection or service with a "Warning Sign" and notify the County personnel onsite and well as the County's authorized representative via phone or email of such condition prior to the workmen leaving the job site or job area

7. The Successful Bidder shall properly dispose of all materials in accordance with the existing federal, state, and local laws, codes, ordinances and regulations.
8. All buildings, appurtenances and finishes shall be protected by the Successful Bidder from damage, which might be done or caused by work performed under this contract. Such damages to the foregoing shall be repaired and/or replaced by approved methods to restore the damaged areas to their original condition at the expense of the Successful Bidder. The Successful Bidder shall not be held liable for acts or circumstances beyond their control.
9. It is intended that the Successful Bidder shall perform all work under this contract with the Successful Bidder's own forces and shall not sublet any portion of the work or the Contract hereby becomes non-assignable.
10. After execution of a contract, an On-Boarding meeting with the Successful Bidder and the County's authorized representatives will be held. It is critical that Henrico County Government staff are aware of all visitors. Each individual reporting to work in any County facility will be required to follow the reporting procedures.

D. Delivery Requirements.

1. Successful Bidders shall work with the County's authorized representatives to coordinate and scheduled quarterly preventive maintenance services at a mutually agreed upon day and time for each location and inform the County's authorized representatives of any discrepancies discovered.
2. The County's department authorize representatives will ensure a staff member of their team is available to escort the Successful Bidder's technician throughout the interior of the buildings.
3. Successful Bidders technicians shall follow the requirements of the County's policies and departments in the performance of services.

E. Equipment, Beyond Economic Repair.

The Successful Bidder shall provide written notice to the County's authorized representatives of equipment considered Beyond Economic Repair, (BER), as determined by the Successful Bidder. The County's authorized representative will on a case-by-case basis, have the option to consult a third party knowledgeable in the trade for an additional opinion to verify the claim of BER. In the event the equipment is considered repairable by the outside third party, the County's authorized representative will have the flexibility to grant authorization of third-party to provide equipment repairs.

F. Asbestos.

Whenever and wherever, during performing any work under this Contract, the Successful Bidder discovers the presence of asbestos or suspects that asbestos is present, he/she shall stop the work immediately, secure the area, notify the County's authorized representative and await positive identification of the suspect material. During the downtime in such a case, the Successful Bidder shall not disturb any surrounding surfaces, but shall protect the area with suitable dust covers. In the event the Successful Bidder is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Successful Bidder but without additional compensation due to the time extension.

G. Damages.

The Successful Bidder shall be held responsible for any damage to the building and equipment caused during maintenance and repair services which is determined to be the result of the Successful Bidder's failure to properly perform maintenance or repair services as recommended by the equipment manufacturer and the code in effect at time of installation. The Successful Bidder shall correct damages at no cost to the County.



H. Successful Bidder Personnel.

1. The Successful Bidder technicians and helpers shall be directly employed and supervised by the Successful Bidder.
2. During the execution of the work, the County reserves the right to suspend the work or reject the Successful Bidder's technicians and/or helpers who in the County's judgement are not adequately qualified to perform the work.
3. The Successful Bidder and their employees shall be licensed and certified by the Commonwealth of Virginia to include the Department of Health and local jurisdictions to provide these services as required.
4. The Successful Bidder's technicians must possess current applicable licenses or certification as required by law and must be factory trained and experienced (three (3) years' experience desired) in maintenance and repairs of commercial refrigerated equipment and ice machines. Evidence of stated qualifications shall be made available to the County upon request.
5. The Successful Bidder's personnel and vehicles shall be easily identifiable.
  - a. Successful Bidder shall provide identification badges with company name and logo to their personnel and shall always be visibly worn while on County property.
  - b. Successful Bidder vehicles parked on County property must display company name/identification. The Successful Bidder shall comply with all traffic and parking regulations.
6. The Successful Bidder shall always be responsible for the actions and work of its personnel who shall observe and comply with all regulations of; failure to observe such regulations will be grounds for removal from County property.

I. Successful Bidder's Performance.

1. The Successful Bidder shall cooperate with the County's personnel in performing all works so that interference with the normal activities will be held to a minimum. The Successful Bidder shall provide proper coordination and cooperation where work is to be done in conjunction with work being performed by other Contractors.
2. All buildings, appurtenances and finishing shall be protected by the Successful Bidder from damage which might be done or caused by work performed under the contract.
3. Such damages to the foregoing shall be repaired and/or replaced by approved methods to restore the damaged areas to their condition at the expense of the Successful Bidder.
4. The Successful Bidder shall keep work areas in a safe condition and clean up daily after all work activities. The Successful Bidder shall be responsible to the removal and disposal of all refuse, rubbish, scrap materials and debris caused by their operations.
5. The County reserves the right to inspect work in progress as well as make final inspection to approve completed work.

J. Invoicing Requirements.

1. The Successful Bidder semi-annual preventive maintenance invoices shall include, but not be limited to: the purchase order number as supplied by the County, list each location visited and date of service, description of services provided (ie, semi-annual preventive maintenance, preventive maintenance and filter change, etc.) at the price provided.
2. The Successful Bidder shall invoice the County for repairs performed during the time of semi-annual preventive maintenance. Invoices shall include but not limited to: Service Ticket/Report, purchase order number as supplied by the County, date of service, locations where the work was performed, the exact nature of services rendered, the number of personnel used, itemizing technicians and helpers with the number of hours worked, hourly rates, itemized quantity and description of parts/materials used on the job, copy of vendor invoice for the purchase of parts, material or component used for the repair, and any other pertinent information necessary to verify the invoice total.

3. The County will verify all charges on the Successful Bidder's invoices and reserve the right to request additional documentation or return invoice to Successful Bidder for correction if any discrepancy is discovered. Documentation shall include timesheets or other supporting documents.
4. Invoices for PM and Repairs as follows:
  - Firehouses and Fire Training/Drill Facility  
County of Henrico  
Division of Fire  
P.O. Box 90775  
Henrico, VA 23273-0775  
Email: [HenricoFireAP@henrico.us](mailto:HenricoFireAP@henrico.us) **Copy:** [sch05@henrico.us](mailto:sch05@henrico.us)
  - Public Utilities  
County of Henrico  
Dept. of Public Utilities, Operations  
10401 Woodman Road  
Glen Allen, VA 23060  
Email: [mcg15@henrico.us](mailto:mcg15@henrico.us); **Copy:** [GSFinancial@henrico.us](mailto:GSFinancial@henrico.us)
  - Central Automotive Maintenance  
County of Henrico  
Dept. of Central Automotive Maintenance  
10401 Woodman Road  
Glen Allen, VA 23060  
Email: [lam023@henrico.us](mailto:lam023@henrico.us); **Copy:** [GSFinancial@henrico.us](mailto:GSFinancial@henrico.us)
  - Jail East and West  
County of Henrico  
Dept. of General Services/Financial Division  
P.O. Box 90775  
Henrico, VA 23273-0775  
Email: [GSFinancial@henrico.us](mailto:GSFinancial@henrico.us)



COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

Contract No. 2243A

CONTRACT

This contract ("Contract"), made this 12<sup>th</sup> day of November, 2021 between the County of Henrico, Virginia, hereinafter called the "County" and

AMELIA OVERHEAD DOORS, LLC

and his, its or their successors, executors, administrators, and assigns, hereinafter called the "Contractor;".

WITNESSETH: That, for the consideration mentioned below, the Contractor promises to do all the work and furnish all the materials, equipment and labor necessary to carry out this Contract in the manner and to the full extent set forth in the Contract Documents (hereinafter defined) to the satisfaction of the County. At all times, the County shall have the right to inspect the Contractor's work performed under this Contract. All terms and conditions, specifications, general and special provisions, plans, drawings, and all documents referred to below are hereby made part of this Contract as completely as if incorporated herein.

It is agreed that the services to be done under this Contract are to furnish all tools, labor, equipment and supervision necessary to provide inside delivery of overhead and bi-fold doors preventive maintenance and repair services when needed and requested by the County of Henrico in accordance with: (i) Invitation for Bid # 21-2243-10LOC dated October 22, 2021, including the general terms, conditions and requirements therein; (ii) Contractor's Bid dated November 2, 2021; and (iii) the Price Schedule included as Appendix A (collectively, the "Contract Documents"). The term of this Contract shall be from November 22, 2021 through November 30, 2022 and may be renewed for up to 4 additional one-year periods. Pricing shall be in accordance with the Price Schedule included as Appendix A.

In consideration of the foregoing, which consideration is acknowledged by the parties to be sufficient and complete for all of the work within the scope of this Contract, the County agrees to pay the Contractor for all items of work performed and/or materials furnished at the unit prices or lump prices under the conditions set forth in the Contract Documents.

FIRM: Amelia Overhead Doors, LLC
ADDRESS: 15388 Patrick Henry Highway
Amelia, VA 23002

County of Henrico, Virginia
P.O. Box 90775
Henrico, VA 23273-0775

BY: Jason A. Pope
Jason A. Pope
Commercial Service Manager

Oscar Knott
Oscar Knott, CPP, CPPO, VCO
Purchasing Director

DATE 11/15/2021

11/16/21

APPROVED AS TO FORM

Alyssa Brown 11/21/21
ASSISTANT COUNTY ATTORNEY

**APPENDIX A**

**Price Schedule – Contract No. 2243A**

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