

APPENDIX I
Time and Material (T&M) Proposal Form

Directions: Refer to page 2 of the T&M Proposal Form for detailed instructions on completing this form.

CONTRACTOR (Complete Sections I - IV Below):

Section I: T&M Identification and Contact Information

AUTHORIZED USER NAME, CONTACT PERSON, PHONE:	MINI-BID NUMBER:
	T&M NUMBER: <input type="text"/>
CONTRACTOR NAME, CONTACT PERSON, PHONE:	T&M TYPE (check one below)
	<input type="checkbox"/> Request for Pre-approval (work to be completed) <input type="checkbox"/> Emergency (repairs completed, documentation incl.)

Section II: T&M Justification: (CONTRACTOR to provide a detailed justification that explains the need for the repair/scope of work.)

Building #: Equipment ID #:	Equipment Description:
Describe Problem or Deficiency:	
Describe Troubleshooting Performed:	

Section III: T&M Scope of Work: (CONTRACTOR to provide a detailed description of the proposed scope of work.)

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Section IV: T&M Not-to-Exceed Quote:

A. Labor

Description (indicate technician classification Contract)	Estimated Labor Hours	Contracted Hourly Labor Rate	Total Labor Quote
____ Elevator Mechanic Straight Time			
____ Elevator Apprentice Straight Time			
____ Elevator Mechanic Overtime			
____ Elevator Apprentice Overtime			
Total Labor Quote:			

B. Material, Equipment and Subcontractor Costs

(Please list material or components. Subcontractor costs must include a detailed breakdown of labor hours, labor rate, and material costs. Attach a separate itemized list, if necessary.)

Description of Major Components	Quantity	Total Estimated Cost	Material Markup (%)	Less Discounts Allowed	Total Material Quote
			%		
			%		
			%		
Subcontractor costs			%		
Freight / Shipping and Handling	N/A		N/A		
Total Material, Equipment and Subcontractor Quote:					

Total T&M Not-to-Exceed Quote for Scope of Work (A+B): _____

<u>Section V: AUTHORIZED USER HEALTH & SAFETY JUSTIFICATION (AU Use Only):</u>	
The scope of work detailed below included in this proposal is necessary for the direct health and/or safety of the clients (if applicable), employees, and/or visitors.	____ Initials Required (AU Designee)

Authorized User Designee: _____
 Title: _____
 Date: _____
 Signature: _____

Contractor Representative: _____
 Title: _____
 Date: _____
 Signature: _____

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Directions for Completing the T&M Proposal Form

The **CONTRACTOR** shall complete Sections I through IV on page 1. In Section I, the **CONTRACTOR** shall provide a T&M identification number and indicate if this proposal is for an Emergency T&M response. **Authorized User (AU)** will not consider approval of this T&M if any sections or fields are omitted by the **CONTRACTOR**. The **CONTRACTOR** shall sign the proposal at the time it is submitted to the **AU** for approval; the **AU designee** shall sign the proposal. Please expand any sections and/or use additional pages as necessary to provide the required detailed T&M repair information. The AU reserves the right to alter the T&M Proposal Form as necessary.

Summary of T&M Protocol

Step 1: When a need is identified by the Contractor or the AU, the **Contractor** shall note any repairs necessary and provide a T&M Proposal within two (2) business days via fax/email to the **AU** for repairs, replacements, or upgrades. Once the T&M proposal is received from the Contractor, the **AU** determines if the work can be performed by internal staff. If the work cannot be performed internally, the **AU** shall process the T&M “Not-to-Exceed” proposal developed by the **Contractor**, following the subsequent steps outlined below.

Step 2: The **AU** reviews the T&M Proposal to ensure that it meets the terms/rates under the AU Mini-bid Agreement. The **AU** must also review and ensure that the proposal meets the following three (3) criteria for approval: 1) The AU staff is unable to perform the required repair and the Contractor’s services are therefore needed; 2) The scope of work is acceptable; and 3) The price quote is reasonable.

Step 3: **AU Designee** shall initial the Authorized User Health & Safety Justification Statement in Section V indicating the need for the repair and forwards the completed, Contractor-signed (electronic signature is acceptable) T&M Proposal Form and any related documentation via e-mail to mailto:_____.

Step 4: **AU** shall consult with any necessary personnel or consultants as needed to review and evaluate the T&M Proposal Form. If additional information is needed to complete the T&M review process, the **AU** will e-mail the **Contractor**.

Step 5: If approved, the **AU designee** signs the T&M Proposal form and notifies the **Contractor** to proceed and provides the signed T&M Proposal.

Step 6: **Contractor** performs T&M work.

Step 7: **AU** ensures that the work has been performed to its satisfaction and make any additional notification as necessary (e.g., AU Finance Office).

Step 8: **Contractor** submits an invoice, with a copy of the AU-approved T&M Proposal Form, repair service tickets, material cost supporting documentation/receipts, and invoices from subcontractors (if utilized), to the email address _____.

Step 9: **AU** reviews the invoice to ensure that: 1) the actual hours worked and documented in the invoice and service ticket(s) is accurate as compared to the labor hours logged by the Contractor in the AU sign-in/out log book; 2) the materials billed match the costs indicated in the material cost supporting documentation; and 3) the Contractor billed at the correct labor rate(s) and applied the correct material markup as stated in Mini-bid Agreement. If the invoice is acceptable, **AU** shall authorize payment in accordance with its internal procedures (e.g., FileNet / SFS).

Emergency T&M Post-Audit Review and Approval Process:

This process follows the T&M Protocol with the following deviations:

- The **AU** will immediately call in the **Contractor** to perform the repair rather than waiting for pre-approval.
- After the Emergency T&M repair is complete, the **Contractor** shall then submit the related invoice to AU e-mail at: _____ with a completed T&M Proposal Form and a copy of all applicable service ticket(s) and material cost supporting documentation. The Section V: T&M Not-to-Exceed Quote section of the T&M Proposal Form shall reflect the actual costs associated with the Emergency T&M repair as detailed in the invoice submitted.
- The **AU designee** forwards the completed, Contractor and AU-signed T&M Proposal Form, the applicable service ticket(s) and material cost supporting documentation, and a copy of the AU sign-in/out log book for the applicable date(s) of service via e-mail to mailto:_____ in accordance with its internal procedures.