



**TPS SOLICITATION TP23-1009
HVAC MAINTENANCE AND REPAIR SERVICES
ATTACHMENT B FEE SUBMISSION FORM**

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services. **(Taxes must be included in all quotes.)**

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

Touchstone Property Services include taxes for most properties. See Section 20.4 of the Terms and Conditions. **(Taxes must be included in all quotes.)** TPS reserves the right to add or delete services.

HVAC Services

These firm, fixed rates shall apply if TPS exercises any of the options to extend the contract.

Contractor's Regular Business Hours: _____ to _____

HVAC Services	Provide firm, fixed hourly rates.	Contract: Year 1	Option 1 Year 2	Option 2: Year 3	Option 3: Year 4	Option 4: Year 5
HVAC Maintenance Service and Repairs						
Licensed HVAC Technician	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
HVAC Mechanic	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
HVAC Laborer	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
AC Duct Cleaning	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Servicing Equipment Over 25-Tons						
State Licensed HVAC Technician	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



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HVAC Mechanic	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Laborer	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Crane and Operator						
Crane Operator	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
HVAC Rigger	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Laborer	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Crane	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chiller/Controls Work						
Chiller Work	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Controls Work	During Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	After Regular Business Hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



**TPS SOLICITATION TP23-1009
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ANNUAL INSPECTION AND SERVICING OF ALL HVAC SYSTEMS

Description	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5
	(Provide firm, fixed hourly rates- include taxes)				
Annual Inspection and report for HVAC equipment and systems	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

DISCOUNT OFFERED FOR EARLY PAYMENT: _____ % if invoice paid within _____ days of properly submitted invoice as stated in the RFP.

PARTS/SUPPLIES AND MATERIALS

Description	Percentage discounted from Contractor's wholesale cost
Supplies and Parts	_____ %
Equipment	_____ %
"On Shelf" Products	_____ %

Does discount include drop ship items? ___ Yes ___ No

Additional Services

Provide a firm fixed hourly rate (including taxes) for related services

Name/Position	Firm Fixed Hourly Rate
	\$ _____
	\$ _____
	\$ _____



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Notes and Exclusions:

DISCOUNT OFFERED FOR EARLY PAYMENT: _____ % if invoice paid within _____ days of properly submitted invoice as stated in the RFP.

PROPOSER’S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if TPS discovers that any information entered herein to be false, such shall entitle TPS to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply TPS with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.

Date: _____, 2023

Company: _____

Address: _____

City, State, Zip _____

Phone(s): _____

Email: _____

By: _____

(Signature of Offerer)

By: _____ Title: _____

(Print Name)

Fed Tax ID: _____