



NEW YORK CITY AGENCY FILINGS, APPROVALS & PERMITS

146 WEST 29TH STREET, SUITE 2E
NEW YORK, NY 10001

TEL: 212-566-5110
FAX: 212-566-5112

December 20, 2018

RE : Proposal for Consulting Services - 486 INDUSTRIAL LOOP, Staten Island

Dear ,

- Agency consulting services for your project. The specific scope of work we intend to perform is:
- FIRE SUPPRESSION SYSTEM- Service includes preparation of Alteration type II filing form work for fire suppression system based on plans prepared by AOR/EOR, file with the NYC Department of Small Business Services and the NYC Fire Department, follow through until approval is granted. This filing assumes that legal occupancy has been established. , FIRE ALARM FILING- Filing services include preparation of applications for plan approval for modification of existing fire alarm system based on plans prepared by Application of Record, file with the NYC Department of Buildings and the NYC Fire Department. Client to furnish base building Letter of Approval for existing fire alarm system.
- This filing assumes that legal occupancy has been established., FIRE ALARM FILING- Filing services include preparation of applications for plan approval for installation of new fire alarm system based on plans prepared by Applicant of Record, file with the NYC Department of Buildings and the NYC Fire Department. This filing assumes that legal occupancy has been established.

Total cost for service associated with the scope listed above is: \$ 13,900.00

Payments for service are required in accordance with the following schedule:

\$ 13,900.00 Test

This proposal **excludes** filings in addition to the one described above, such as work permit/ renewals, after-hour work variances, post approval amendments or any other services beyond those described in scope of work. Also **excluded** are filing fees, printing and express mail. Additional services, if required, will be billed in accordance with our fee schedule in effect at the time they are performed.

Reimbursable expenses will be billed at time of disbursement.

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they are performed.

Any reimbursable expenses required for agency filings, asbestos investigation, microfilm, printing, express mail or payment of violations is the responsibility of the party with whom we contract. RPO Inc. may, at its discretion, advance payment for reimbursable expenses where permitted in which case we will charge actual cost plus 3%; however, payments must be kept current in order to continue this service. Payment terms are net 30 days for invoices issued after retainer is received. Past balances are subject to interest applied at an annual rate of 18%. Additionally, all expenses associated with collection efforts due to failure to pay in accordance with these terms are the responsibility of the client, including legal expenses.

RPO Inc. does not perform any design work and does not accept technical responsibility for any work or inspections.

Please sign below and remit payment of \$ 13,900.00 payable to "RPO Inc." if you wish for us to proceed with the work outlined in this proposal. This proposal shall remain in effect for 15 days. Do not hesitate to call if you have any questions.

Very truly yours,

A handwritten signature in black ink, appearing to read "M. Pressel", is written over a horizontal line.

Michael G. Pressel

Accepted by:

Print Name

Signature

Date

RFP #00000283