

5122 STEADMONT DRIVE

HOUSTON, TEXAS 77040

713.781.3287

713.781.8857 fax

800.324.2474

Service Proposal

11-15-10

Bellavitta
Attn: Nancy Triggs
Phone: 281-464-3150
Email: ntriggs@club-bellavita.org

Project: Bellavitta Club House

We are pleased to quote the following:

Please see below the proposal for a Service Agreement Contract to maintain and service the operable partitions located at your facility. The frequency and pricing options listed below are customized to the type and size of the operable partitions in your facility.

- ANNUAL SERVICE: estimated (7-8) hours @ \$115.00/hour plus tax.....billed at time of service for hours worked
 - Annual service is based on our standard one time service agreement. Any repair service throughout the year will also be at our standard rate of \$115.00 per hour with a (4) hour minimum plus the cost of any parts.
- SEMI-ANNUAL SERVICE: (4) hours @ \$105.00/hour each visit....\$840.00 plus tax annually billed in (2) installments
 - Drive time is included in the number of hours needed to complete the semi-annual service. You will also receive a 10% discount on parts and a reduced labor rate of \$105.00 per hour throughout the year on any repair service when contracted in a semi-annual service program.
- QUARTERLY SERVICE: (3) hours @ \$100.00/hour each visit.....\$1,200.00 plus tax annually billed in (4) installments
 - Drive time is included in the number of hours needed to complete the quarterly service. You will also receive a 15% discount on parts and a reduced labor rate of \$100.00 per hour throughout the year on any repair service when contracted in a quarterly service program.

Relative to each service program, panels that are found to be in need of repair during a scheduled maintenance visit will be quoted with parts and estimated number of hours to correct the problem which will be submitted for approval prior to commencing with repairs.

Our goal is to maintain your partitions on a regular basis to help ensure that you get the most out of your space division and acoustic separation, and to ensure the ease of operation that you deserve. Please choose which service program you want to enroll in and return this signed proposal, we will then send you a formal contract to be executed which will be valid for a period one year. Attached you will find a description of the services that you will receive.

This proposal is submitted under the conditional use of AIA A401-1997 contract or the AGC/ASA/ASC Standard Subcontract.

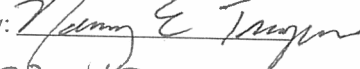
The above price includes standard insurance program evidenced by certificate of insurance upon request.

IF ADDITIONAL INSURED OR WAIVER OF SUBROGATION ARE REQUIRED ADD THE FOLLOWING:

- Additional insured (excludes auto).ADD \$150.00/named
- Waiver of subrogation ADD \$150.00/named

Terms: 30 days net for approved accounts. This quotation is valid for 30 days. Tax certificate required.

If not otherwise stated above, this proposal specifically **EXCLUDES** storage of material off site, final cleaning, protection after installation, trash removal, charges for use of hoist, special shipping, liquidated damage provisions, responsibility for code compliance, BONDS, SALES TAX.

Approved by: 

GRIESENBECK Architectural Products, Inc.

Date: 11-22-10

by **Chuck Collins**

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Description of Services

- INSPECTION SERVICE INCLUDES:
 - All tracks, trolleys, curves, intersections, switches and supports.
 - All acoustical seals, including operable top and bottom seals.
 - All panels and panel face finish materials.
 - All jambs, hinges, pass doors and pocket doors.
 - Electric motors, all switches and drive components.

- PREVENTIVE MAINTENANCE:
 - Cleaning and lubricating all track as required.
 - Adjusting all panels to plumb condition.
 - Lubricating all trolleys, hinges and other moving parts.
 - Adjusting operable top and bottom seals.
 - Tightening loose acoustical seals, hinges, panel trim and trolleys.
 - Adjusting limit switches, clutches and chains on electric walls.

- WRITTEN REPORT IDENTIFYING ANY DEFICIENCIES INCLUDING:
 - Any and all unsafe conditions.
 - Panels out of level or plumb that require repairs.
 - Worn, damaged or broken parts and components requiring replacement.
 - A price for material and/or labor to correct deficiencies.

- COORDINATION OF WORK:
 - All Preventive Maintenance and Service will be coordinated with the engineering department and scheduled so as not to interfere with facility use.

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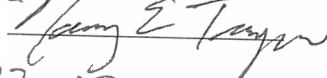
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