

CITY OF SAN MATEO  
PUBLIC WORKS DEPARTMENT  
330 WEST 20TH AVENUE  
SAN MATEO, CA 94403  
(650) 522-7300

CONTRACT CHANGE ORDER #3

PROJECT: Integrated SCADA System Evaluation and Improvement – Change Order

TO: Enterprise Automation LLC.

CONTRACT CHANGE ORDER NO. 3

Page 1 of 1

PO/SCON No. \_\_\_\_\_ Date 7/15/2024

Fund 720

Cost Center Wastewater Treatment Plant

Spend Category Other Contractual Services

*You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications on your contract.*

**DESCRIPTION OF WORK**

Following is a description of work to be done, estimate of quantities, and prices to be paid.

This change order will add and extend Enterprise Automation’s (EA) contract to maintain and improve the integrated SCADA system. The original contract and scope only covered sewer and stormwater collection systems scope of work. Change Order No. 1 expanded the scope to include an evaluation and implementation of additional functionality improvements to the SCADA system at the WWTP. Change Order No. 2 was a no-cost time extension. This Change Order No. 3 extends EA’s scope to continue providing WWTP SCADA system maintenance support for the new fiscal year 2024-25.

Revise “Section 5 - TERM” of the Agreement as follows: *“The services to be performed under this agreement shall commence upon execution of this agreement and be completed on July 31, 2025.”*

Revise the “Exhibit A Scope of Work” of the Agreement to include “SCADA Support Contract FY 2025” (**Attachment 1**).

Revise the second sentence of “Section 6 - Payment’, 6.1a” of the Agreement as follows: *“In consideration for the full performance of the services set forth in Exhibit A , customer agrees to pay vendor in an amount up to \$350,679 pursuant to fee rates stated in Exhibit A.”*

Attachment 1: SCADA Support Contract FY 2025

Total cost of change not to exceed: \$151,523.00

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

By reason of this proposed change, 0 days extension of time will be allowed.

Date Accepted: \_\_\_\_\_

Contractor: Enterprise Automation LLC

By: \_\_\_\_\_

Title: \_\_\_\_\_

**DISTRIBUTION:** Purchasing, City Clerk, Contractor, Construction Manager,  
Project Analyst, Project File

**STATEMENT OF ACCOUNT**

Original Contract Price	\$40,804.00
Previous Change Orders	\$158,352.00
Total to date	\$199,156.00
This Change Order	\$151,523.00

Revised Contract Price \$350,679.00

Date Approved: \_\_\_\_\_

By: \_\_\_\_\_

Matt Fabry, Public Works Director

NOTE: This change order is not effective until approved by the Public Works Director.

## 4 Scope of Support

### 4.1 Basis

This SCADA support contract provides details of the agreement between:

City of San Mateo

and

Enterprise Automation

### 4.2 Facilities Covered

The services provided under this SCADA support contract are solely for the following City of San Mateo facilities:

- a) Wastewater Treatment Plant  
2050 Detroit Ave.  
San Mateo, CA 94404
  - 1. Dale Avenue Pump Station (DAPS)  
Dale Ave. & S Northfolk St.  
San Mateo, CA 94404
- b) Collections  
1949 Pacific Blvd.  
San Mateo, CA 94403
- c) Underground Flow Equalization System (UFES)  
1346 Saratoga Dr.  
San Mateo, CA 94404

### 4.3 Contact Details

The primary contact for City of San Mateo SCADA systems is:

Rob Learmonth

- Office Phone: (650) 522-7312
- Cell Phone: (650) 522-7386
- Address: 2050 Detroit Drive, San Mateo, CA 94404
- Email: rlearmonth@cityofsanmateo.org

## 4.4 Nature of Services

The services provided by EA under this SCADA support contract are limited to the following systems (for both water and wastewater systems):

- a) SCADA software
  - a. AVEVA
    - i. AVEVA System Platform, formally Wonderware
    - ii. AVEVA Historian, formerly Wonderware
    - iii. AVEVA OMI, formerly Wonderware
- b) PLC types and brands
  - a. Rockwell Automation
    - i. ControlLogix controllers
- c) Alarm paging
  - a. SeQent FirstPAGE
  - b. Hardware supporting cell & radio notifications
- d) OITs
  - a. Rockwell Automation
    - i. PanelView graphic terminals
- e) SCADA Domain PCs, Virtual Machines
- f) Associated SCADA panels and I/O
- g) PLC hardware and programs

Unless specifically indicated in this scope of work, design documentation developed through this project will not be stamped by a professional engineer. Delays due to mechanical, electrical, or IT related issues, production scheduling constraints, or lack of system availability out of EA's control, which result in additional site time, will be charged at EA's standard hourly rates.

## 4.5 Excluded Systems

The City of San Mateo has some specialized equipment with which EA does not have specific expertise or is outside the scope of this contract.

As some excluded systems interact with the supported systems, EA will assist with diagnosing problems where possible, however the following excluded systems and components are not formally supported by EA under this agreement.

- a) General process equipment (valves, pumps, motors, etc.)
- b) Security systems
- c) Electrical systems (MCC buckets, medium/high voltage equipment)
- d) Collections RTU programming
- e) City firewalls
- f) Hach WIMS
- g) Associated SCADA networking (Cat 5/6 and fiber)
- h) Communications via wireless radio to remote sites

## 4.6 Project Management

EA will provide a dedicated project manager to be the main point of contact and steward all communication through EA. The PM has primary responsibility for this project's scope, budget, and schedule. This will help ensure accurate and effective communications and decisions. The PM will perform all commercial, budget, and project tracking related updates through the life of the support contract.

With consideration of other ongoing projects with the City, the PM will communicate with the City's key contact on a regular basis to review the status of this support contract's budget, the outcome or status of any support requests, and to coordinate upcoming maintenance visits.

For each workshop or meeting involving key project decisions, EA will draft and release meeting minutes with action items and dates assigned within one week.

### Key Project Management Roles and Activities:

1. Primary point of contact, communications coordination
2. Maintenance visit scheduling
3. Urgent support coordination
4. Project status tracking (daily/weekly)
5. Status communication with the City
6. Contract invoices and tracking report (monthly)

## 5 Services Provided

The proposed services provided by EA are divided into the following SCADA support categories:

1. As-needed project task orders
2. 10 hours per day 5 days per week ("10x5") urgent support priority
3. Two (bi-annual) scheduled maintenance inspections (roughly every 6 months)
4. Development and maintenance of the City manufacturer's support renewal tracking system (e.g. Dell support, Wonderware support, etc.)

### 5.1 Urgent Support (10x5)

#### 5.1.1 General

The support covered in this contract will provide priority support as needed via the following support tiers. All support responses including Emergency and urgent support work will be charged at EA's standard engineering hourly rates. This proposal does not include dedicated time for these activities.

Note that the City's internal staff will be the first line of support in urgent support cases. EA's contact procedure should be used as a secondary line of support.

#### 5.1.2 Phone support

Phone support will be provided during the regular business week, Monday through Friday (excluding Holidays) from 8am to 6pm. In cases where production is threatened, troubleshooting may continue past 6pm.

*Phone support is the first tier of support provided.*

#### 5.1.3 Remote support

Remote support and diagnosis of problems by EA engineers will be provided where necessary. A change request will be needed for EA to get remote access and provide this level of support.

*Remote support is the second tier of support provided and will be provided when phone support options have been exhausted.*

#### 5.1.4 Urgent on-site support

Where necessary, EA engineers will be available for on-site support, with the City receiving priority scheduling.

There may be times where immediate call response and on-site attendance is not practical or possible. Enterprise Automation will endeavor to respond to all calls for assistance in the timeframes described in this support contract. However, response within the described timeframes is not guaranteed, and Enterprise Automation will not be held liable for system downtime, loss of production, or any consequential damages.

*On-site support is the third tier of support provided and will be provided when phone support and remote support options have been exhausted.*

## 5.2 Scheduled SCADA Maintenance

In order to ensure the PLCs, OITs, and SCADA systems are properly maintained and updated, Enterprise Automation will perform scheduled maintenance twice per year.

The services to be provided during scheduled maintenance visits includes:

- Review of system error logs
- Review of SCADA alarms
- Interviewing engineering and operation staff for platform performance issues
- Complete backup of all virtualized resources
- Hardware visual inspection
  - Control panels with PLCs or Remote IO (review status lights)
  - Server Infrastructure (servers, UPS, thin clients, etc.)
  - IT hardware (review status lights)
  - Thin Clients and peripherals

### 5.2.1 Test platform update

As part of EA's standard maintenance procedures, Windows Updates will be applied and tested to the City's SCADA servers. On occasion, an update will interfere with SCADA system functions. An example may include communication with field devices or opening third party (non-Microsoft) software.

For this reason, prior to each on-site maintenance trip, EA will install Microsoft updates on all SCADA computers on the City's test platform and will subsequently run the system overnight to validate SCADA operations.

#### 5.2.1.1 Test platform hosting

Enterprise Automation currently hosts 20+ virtual machines on our IT infrastructure. This allows EA to develop and make changes to the City's SCADA system in a controlled manner. On this platform, we can easily test changes before they are deployed onsite, minimizing deployment risk.

Enterprise Automation charges a fee for hosting these VMs. This fee is included in the estimate at the end of this proposal.

#### 5.2.1.2 Microsoft update failure

Should an update affect the integrity of the SCADA system, EA will investigate the issue and identify a solution. Solutions may include skipping installation of the specific update(s), requesting SCADA software manufacturer support (patches, hotfixes, etc.), or identifying alternatives as recommended by Microsoft.

If required, EA will perform all safe updates on-site, excluding the failed update, so that the SCADA system on-site is as current as possible.

Budget to fix failed updates is not included as part of this proposal. This would typically be handled by the CR system.

### 5.2.2 Scheduled maintenance execution

For each of the two maintenance visits, EA will schedule and send one engineer into the field for two days. EA will schedule the visit in advance, making our best effort to align with the City's preferred weekday hours of operation. The goal of this visit is to test the draft maintenance procedures while training city staff on how to perform the inspections and fill out the maintenance procedures.

Scheduled maintenance visit budgets will not be used to implement ad-hoc change requests (CRs).

### 5.2.3 Inspection Follow-up

During the course of executing the maintenance procedures it is not uncommon for EA to find issues which need to be addressed. EA has provided time to review these issues with the City (via phone). These types of issues are normally turned into CRs. This proposal does not include time to fix issues identified during the maintenance inspection.

## 5.3 Manufactures' Support Renewal Tracking

The City's SCADA platform consists of a wide variety of hardware and software components.

Due to the mission critical nature of the system, EA recommends maintaining manufacturer's support on an annual basis. Examples include:

- Dell server next day business support
- Wonderware technical support (System Platform, Historian, etc.)
- VMware vCenter Server technical support
- Veeam technical support
- Studio 5000 software support
- etc.

The wide variety of components and manufacturers results in a complex annual renewal schedule to manage, which requires a systematic schedule and reminder system to do successfully. EA will need to include budget to set up the initial Mantis system and tracking items to fulfill this need.

Under this support contract, EA will maintain the renewal/expiration reminders in the Mantis tracking system, which will continue to function as previously designed.

Upon renewal of any manufacturer support service, it is the City's responsibility to disclose any requested modifications to the service plan including plan level and/or contract length.

## 5.4 Additional Enhancements

### 5.4.1 Supporting Tesco's FAT

The City of San Mateo currently has a new plant that is being programmed by Tesco and is nearing the Factory Acceptance Testing (FAT) phase. This stage is crucial to the success of the plant because it ensures that the final program does not contain any nonconformances, the absence of which will likely result in a smoother deployment process.

EA has an extremely methodical and documented approach when it comes to testing PLCs and SCADA systems. Our tried-and-true method of testing has led to the success of hundreds of projects, and we will be available to use our method to answer questions from Tesco that will assist them during testing. EA will even be available to be onsite during a portion of the FAT. EA wants to ensure that the testing is thorough, and that Tesco captures every detail so that the City can have a successful commissioning.

### 5.4.2 Training Collections Staff

EA encourages the training of the City's collections staff on the SCADA system. Currently, identifying alarms and using trends pose difficulties for collections because they have not been properly training on how to use SCADA. EA recommends that a portion of this support contract's budget be used to train collections to help them better understand SCADA in order to respond more quickly to alarms and be able to identify concerns in trends (among many other benefits and efficiencies).

## 6 Requesting Support

Written approval (email or letter) from the City is required for all submittals within 10 business days of release by EA.

### 6.1 Support Access and Escalation

A contact procedure is provided in Appendix A. This procedure details the contact methods for the primary and secondary contacts, as well as providing an escalation procedure, should this be necessary.

### 6.2 Phone Call Response Time

EA will attempt to respond to any phone call, during the specified support hours, within one hour. In general, EA will be able to begin troubleshooting a problem immediately after being contacted.

### 6.3 On-site Response Time

The City will receive priority scheduling should on-site support be required. An engineer will therefore be dispatched to site as soon as practical.

Note that EA is located in southern California. Travel time to site can vary depending on airline conditions. Time must also be allowed for the engineer to prepare for the trip.



## 7 Assumptions & Clarifications

The following assumptions and clarifications were used in preparing this proposal:

1. EA is not affiliated with any hardware or software manufacturer. EA is not responsible for implementing new firmware updates or patches outside the scope of this project. We will provide advice to our clients, who can choose to pursue in the event that such an update is required.
2. Unless specifically indicated in this scope of work, design documentation developed through this project will not be stamped by a professional engineer.
3. All submittals will be transmitted in electronic format (no hard copies will be provided)
4. Written approval (email or letter) from the City is required for all submittals within 10 business days of release by EA.
5. Delays due to mechanical, electrical, or IT related issues, production scheduling constraints, or lack of system availability out of EA's control, which result in additional site time, will be charged at EA's standard hourly rates.

## 8 Compensation Schedule

### 8.1 Annual Fees

Annual fees for retaining the support services of Enterprise Automation are:

Initiation	\$4,380
SCADA Maintenance	\$33,615
On Call Support	\$92,145
Priority Support Fee	\$7,500
Test Platform Housing fee	\$8,388
Travel	\$5,495
<b>Total Annual Fee</b>	<b>\$151,523</b>

EA will make reasonable effort to schedule maintenance visits but is not liable for any unused support time if the City does not respond to scheduling requests in a timely manner.

### 8.2 Support Rates

Any service which exceeds the budgets specified in this support contract will be billed at current EA rates. These additional services will require written approval before EA proceeds with any additional labor.

## 9 Cost Estimate

The tasks to be performed along with the estimated time to complete the tasks are detailed in the attached cost estimate (Appendix B).

Work under this proposal is on a time and expenses basis, and the pricing in Appendix B is an estimate only made in good faith without consideration for delays and unknowns.

Enterprise Automation will continually track task progress against this estimate and will inform the City of any anticipated projected overruns. Any additional hours required to perform the specified tasks will be submitted to the City as a change order request. The decision to continue the work or consider alternative options will therefore remain with the City.

Approval of any change order by the City will be required prior to Enterprise Automation commencing or continuing the work task in question.

Billings will occur every month and will include man-hour break downs indicating hours expended, resources utilized, on a per task basis. Enterprise Automation will maintain an open line of communication with the City to discuss status of the work in progress, potential problems with scheduled work, changes in the estimated hours, and to coordinate up and coming tasks.

## Appendix A: Contact Procedure

### General Assistance

In the event that assistance is required during office hours (8am to 6pm, Monday through Friday), email, call, or text the desired EA engineer. You may call either their cell phone or desk phone extension.

- EA's office number is 949-769-6000.
- We recommend that you contact EA personnel in the following order:
  1. Jonathan Linder (extension 149), cell (909) 697-0392  
jonathan.linder@eaintegrator.com
  2. John Beckham (extension 129), cell (301) 686-4221  
john.beckham@eaintegrator.com
  3. Richard Nguyen (extension 111), cell (714) 468-2294  
kyle.pickrell@eaintegrator.com
  4. Jasmine Jauregui (extension 113), cell (562) 237-6614  
jasmine.jauregui@eaintegrator.com

### Emergency Assistance

In the event that emergency or after hours assistance is required, we recommend the following procedure:

1. Call the afterhours answering service: 1-866-598-1527
  - Give your name, your company name and your phone number
  - Ask to be connected to an Enterprise Automation employee

## Appendix B: Cost Estimate Details

**Client:** City of San Mateo  
**Project:** Support Contract FY25



Number: EA24SMO185 Date: 05/16/2024 Revision: 1.0.0 Author: MBA Reviewed By: JR

## Summary

#	Engineering Labor	In Office				Out of Office				Totals	
		Proj. Eng.	Lead Eng.	PM	Architect	Proj. Eng.	Lead Eng.	PM	Architect	Hours	Price
	Initiation	5	5	7	0	0	0	0	0	17	\$4,380
	SCADA Maintenance	25	51	14	0	0	38	0	0	128	\$33,615
	On Call Support	112	112	39	0	50	50	0	0	363	\$92,145
	<b>Engineering Labor Totals</b>	142	168	60	0	50	88	0	0	508	\$130,140

Expenses (excl. taxes)		Price
EXP Fees		\$15,888
EXP Travel		\$5,495
<b>Total Expenses</b>		<b>\$21,383</b>

<b>Grand Total</b>	<b>\$151,523</b>
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**Client:** City of San Mateo  
**Project:** Support Contract FY25



Number: EA24SMO185 Date: 05/16/2024 Revision: 1.0.0 Author: MBA Reviewed By: JR

## Initiation

Engineering Labor		In Office				Out of Office				Totals	
WBS	Description	Proj. Eng.	Lead Eng.	PM	Architect	Proj. Eng.	Lead Eng.	PM	Architect	Hours	Price
010	<b>Project initiation</b> Project setup accounting setup develop project schedule, resource loading			2	2					12	\$3,140
050	Execution planning develop initial detailed project task execution plans		2								
030	Internal kickoff meeting review project scope review design documentation purpose, schedule, team roles, expectations risk matrix and due dates	2	2	2							
040	<b>Project kickoff</b> Prepare materials for kickoff (agenda, coordination) Project kickoff meeting with customer review scope, roles, expectations review schedule site inspection Notes compilation	1 1  1	1	1						5	\$1,240
<b>Hours</b>		5	5	7	0	0	0	0	0	17	
<b>Price</b>		\$1,175	\$1,350	\$1,855	\$0	\$0	\$0	\$0	\$0		\$4,380

**Client: City of San Mateo**  
**Project: Support Contract FY25**



Number: EA24SMO185 Date: 05/16/2024 Revision: 1.0.0 Author: MBA Reviewed By: JR

## SCADA Maintenance

Engineering Labor		In Office				Out of Office				Totals	
WBS	Description	Proj. Eng.	Lead Eng.	PM	Architect	Proj. Eng.	Lead Eng.	PM	Architect	Hours	Price
600	<b>Scheduled Maintenance Visit 1</b> perform scheduled maintenance for the City preparation onsite visit (1 engineer, 2 days) <i>&lt;potential maintenance visit plans&gt;</i> <i>review of system error logs</i> <i>review of SCADA alarms</i> <i>interviewing engineering/operations staff for platform issues</i> <i>complete backup of virtualized resources</i> <i>hardware visual inspection</i> <i>misc. discussed tasks</i>	8	2				16			26	\$6,740
600	<b>Scheduled Maintenance Visit 2</b> perform scheduled maintenance for the City preparation onsite visit (1 engineer, 2 days) <i>&lt;potential maintenance visit plans&gt;</i> <i>review of system error logs</i> <i>review of SCADA alarms</i> <i>interviewing engineering/operations staff for platform issues</i> <i>complete backup of virtualized resources</i> <i>hardware visual inspection</i> <i>misc. discussed tasks</i>	8	2				16			26	\$6,740
600	<b>Test Platform Update</b> apply Windows updates and test <i>&lt;updates to be installed prior to each maintenance visit&gt;</i>	4	2							6	\$1,480
600	<b>Manufactures' Support Renewal Tracking</b> update tracking system and renewal dates review active support cycles utilize tracking and report to the City as needed	4 1	2 1							8	\$1,985

**Client:** City of San Mateo  
**Project:** Support Contract FY25



Number: EA24SMO185 Date: 05/16/2024 Revision: 1.0.0 Author: MBA Reviewed By: JR

## SCADA Maintenance

Engineering Labor		In Office				Out of Office				Totals	
WBS	Description	Proj. Eng.	Lead Eng.	PM	Architect	Proj. Eng.	Lead Eng.	PM	Architect	Hours	Price
600	<b>Tesco Support</b> Answer questions Partial attendance of FAT		32							32	\$8,640
600	<b>Training for Collections</b> Develop training manual Deliver training to collections		6 4				6			16	\$4,320
990	<b>Project management</b> Coordination, project management, overhead, meetings			14						14	\$3,710
<b>Hours</b>		25	51	14	0	0	38	0	0	128	
<b>Price</b>		\$5,875	\$13,770	\$3,710	\$0	\$0	\$10,260	\$0	\$0	\$33,615	



**Client:** City of San Mateo  
**Project:** Support Contract FY25



Number: EA24SMO185 Date: 05/16/2024 Revision: 1.0.0 Author: MBA Reviewed By: JR

## On Call Support

Engineering Labor		In Office				Out of Office				Totals	
WBS	Description	Proj. Eng.	Lead Eng.	PM	Architect	Proj. Eng.	Lead Eng.	PM	Architect	Hours	Price
650	<b>On Call Support</b> as needed planning and emergency budget	16	16			10	10			52	\$13,130
600	<b>Change Requests</b> CR management CR execution <individual CRs created upon request>	16 80	16 80			40	40			272	\$68,680
990	<b>Project management</b> Coordination, project management, overhead, meetings			39						39	\$10,335
<b>Hours</b>		112	112	39	0	50	50	0	0	363	
<b>Price</b>		\$26,320	\$30,240	\$10,335	\$0	\$11,750	\$13,500	\$0	\$0	\$92,145	

Fees

No.		Description	Price
1.	Priority Support	10x5 phone support fee	\$7,500
2.	Test Platform Hosting	test platform hosting fee (tier 2)	\$8,388
Price			\$15,888

**Client:** City of San Mateo  
**Project:** Support Contract FY25



Number: EA24SMO185 Date: 05/16/2024 Revision: 1.0.0 Author: MBA Reviewed By: JR

**Travel**

No.	Description	Rate Details	Qty.	Unit Cost	Ext. Cost	Price
	<b>Scheduled Maintenance Visit 1</b>					<b>\$1,531</b>
1.	rental car	per day	3	\$175	\$525	
2.	hotel	per night, per GSA rate	2	\$222	\$444	
3.	flight	round trip, per person	1	\$340	\$340	
4.	per diem	per GSA rate	3	\$74	\$222	
	<b>Scheduled Maintenance Visit 2</b>					<b>\$1,531</b>
1.	rental car	per day	3	\$175	\$525	
2.	hotel	per night, per GSA rate	2	\$222	\$444	
3.	flight	round trip, per person	1	\$340	\$340	
4.	per diem	per GSA rate	3	\$74	\$222	
	<b>On Call Support/CR Visits</b>					<b>\$2,433</b>
1.	rental car	per day	3	\$175	\$525	
2.	hotel	per night, per GSA rate	3	\$222	\$666	
3.	flight	round trip, per person	3	\$340	\$1,020	
4.	per diem	per GSA rate	3	\$74	\$222	

<b>Price</b>	<b>\$5,495</b>
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## Appendix C: Rates

# FY24 Engineering Rates



## Engineering Rates

<i>Rate Classification<sup>1</sup></i>	<i>Standard Rate</i>
Admin	\$ 105.00 / hr.
Engineering Intern	\$ 105.00 / hr.
I&C Technician 1*	\$ 140.00 / hr.
I&C Technician 2*	\$ 180.00 / hr.
Electrical Engineer 2*	\$ 180.00 / hr.
Electrical Engineer 3*	\$ 215.00 / hr.
CAD*	\$ 155.00 / hr.
Automation Project Engineer 1	\$ 212.00 / hr.
Automation Project Engineer 2	\$ 258.00 / hr.
Project Technical Lead	\$ 270.00 / hr.
Project Manager 1	\$ 220.00 / hr.
Project Manager 2	\$ 265.00 / hr.
Automation Architect	\$ 280.00 / hr.
Principal	\$ 335.00 / hr.

*\*Through Tetra Tech*

<sup>1</sup> Rate classifications charged are based on a project role/responsibility basis, not title, and could be adjusted during a project's duration if meaningful staff changes occur with prior notification.

## Service Calls

Service calls covered by an Enterprise Automation service contract are prioritized while all other service requests are dependent on existing schedules and the availability of engineering staff.

## Overtime

<i>Item</i>	<i>Description</i>
Time and a half	Outside of normal business hours (8am-5pm), or time in excess of 10 hours per day (unless otherwise arranged)
Double time	Saturday, Sunday, and holidays (unless otherwise arranged)

## General

<i>Item</i>	<i>Description</i>
Travel time	Charged at engineering rates
Vehicle mileage	As per the published IRS mileage rate (if applicable)
Travel expenses	At cost (if applicable)
Meals and incidentals	GSA established per diem rate (if applicable)
Payment terms	Net 30 days

**Rates effective 11/1/2023 through 9/30/2024**