



INCORPORATED COUNTY OF LOS ALAMOS SERVICES AGREEMENT

This **SERVICES AGREEMENT** ("Agreement") is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **Armystick, LLC**, a New Mexico corporation ("Contractor"), collectively (the "Parties"), to be effective for all purposes January 28th, 2026 ("Effective Date").

WHEREAS, the County Purchasing Officer determined in writing that the use of competitive sealed bidding was either not practical or not advantageous to County for procurement of the Services and County issued Request for Proposals No. 26-15 ("RFP") on October 16, 2025, requesting proposals for Water System Mechanical Component Support Services for the County's Department of Public Utilities (DPU), as described in the RFP

WHEREAS, Contractor timely responded to the RFP by submitting a response dated November 20th, 2025 ("Contractor's Response"); and

WHEREAS, based on the evaluation factors set out in the RFP, Contractor was the successful Offeror for the services listed in the RFP; and

WHEREAS, the Board of Public Utilities approved this Agreement at a public meeting held on January 14th, 2026; and

WHEREAS, the County Council approved this Agreement at a public meeting held on January 27th, 2026; and

WHEREAS, Contractor shall provide the Services, as described below, to County.

NOW, THEREFORE, in consideration of the premises and the covenants contained herein, County and Contractor agree as follows:

SECTION A. SERVICES:

1. Contractor shall provide On-Call Water Mechanical System Component Support Services ("Services"), for any number of activities listed under a specific task order's scope of work. Once the County identifies the need for work or Services, the County will issue a written request for quote to the Contractor detailing the Services required. Upon receiving the County's request for quote, the Contractor shall promptly provide the County with an estimated man-hour summary (or work-hour schedule), cost summary, and project schedule meeting the requirements of the task or project to be completed. Project schedules, price, and completion dates shall be determined on a project-by-project basis and are dependent upon the urgency of the task. County requested Services shall only begin after the County has authorized the Services through the issuance of a Task Order, as further described below. The Contractor may be required to do some of the work in phases.

2. Inspection and Assessment: Contractor shall provide the labor and materials necessary to conduct DPU water production and water distribution system, mechanical component On-Call field inspections, assessments and evaluation services.
 - a. Upon completion of field inspection, assessment and evaluation, Contractor shall provide a written condition assessment report, detailing the recommended scope of work and a quote for rehabilitation or replacement of components or entire mechanical devices.
 - b. Perform field technical services for rehabilitation, calibrations and configuration; replacement of partial or whole mechanical devices. Typically, the DPU staff shall perform installation of the Contractor supplied refurbished or new mechanical devices in the utility system.
 - c. Typical water system mechanical devices include, but are not limited to:
 - i. Pressure reducing valves (PRVs)
 - ii. Pump control valves
 - iii. Surge anticipators
 - iv. Flow Control valves
 - v. Altitude valves
 - vi. Pressure sustaining valves
 - vii. Associated pilot controls
3. On-call emergencies: Contractor shall provide the materials, labor and equipment to conduct on-call emergency services for Water System Mechanical Component Support Service. Rapid response into the field for onsite investigation, troubleshooting and correction of a problem with any Water Systems Mechanical devices in the DPU system shall be completed by the Contractor. Notification by the County shall be by phone call to Contractor from DPU staff. Contractor's response time shall be within forty-eight (48) hours seven (7) days a week (including weekends). Field work includes adjustments and/or repairs to water system mechanical equipment. Assessments to verify the County's water systems are performing as expected, shall be based on manufacturers' specifications and recommendations and shall meet all industry standard practices for acknowledged operational and maintenance procedures.
4. Non-emergencies: Contractor shall provide the materials, labor and equipment to conduct on-call non-emergency services including: onsite investigations, troubleshooting and correction of problems with any water well or booster station in the DPU system. Notification shall be by phone call to Contractor from DPU staff. Contractor's response time shall be within five (5) weekdays (Monday – Friday; no weekends). Field work includes adjustments and/or repairs to water system mechanical components or field devices. Assessments to verify systems are performing as expected, for the equipment installed, shall be based on manufacturer's specifications and recommendations and shall meet all industry standard practices for acknowledged operational and maintenance.
5. Contractor shall assist in the development of water system mechanical component projects. Contractor shall consult with DPU and make recommendations regarding appropriate equipment for the intended system and functionality. Contractor shall review plans and specifications by others and make recommendations based on discussions between Contractor and DPU.
6. Equipment acquisition: From time-to-time County may request Contractor to procure components, parts and supplies for the County which are compatible with existing County systems and compliant with DPU standards. Such components, parts and supplies shall be supplied and invoiced by the Contractor as approved by County's Project Manager. Consumable supplies shall be billed at Contractor's cost as documented by invoices stating the amount paid by contractor.

7. **TASK ORDER PROCESS:** As noted above, all work shall be performed through the issuance of Task Order(s). Each project related task will determine the scope and level of work and coordination required. A Quote/Task Order, cost summary shall be submitted in accordance with Exhibit A.
- a. All Services shall be performed by Task Order. County shall make reasonable efforts to generally provide at least two (2) weeks' notice to Contractor for the Services required under any Task Order except for emergency services requested as described in section A.3 above. The Task Order shall be priced by Contractor on a regular five (5) day schedule, Monday through Friday, forty (40) hours per week, unless otherwise agreed by both Parties.
 - b. County's Project Manager shall request the Services of Contractor for individual or multiple projects through a Request for Quote(s). Each Request for Quote shall identify the services required, generally describe the project and provide a timeline for Project completion. A Request for Quote may be as detailed as County finds necessary to assure appropriate oversight of the services to be performed. A sample Task Order is provided in Exhibit A.
 - c. Upon the County's issuance of a Request for Quote, Contractor shall provide a written, itemized Quote for the task(s), and/or services requested by Project Manager ("Quote"). The Quote shall provide, in writing, the proposed reimbursable material costs, labor hours, and labor type necessary to complete the Task Order. Cost shall conform to the rates proposed by Contractor and agreed to by County as a not-to-exceed fixed price. Any request for progress billing and payments, shall be detailed by Contractor in the Quote and is subject to approval by Project Manager. Preparation and work performed to prepare Quotes shall be considered incidental to the awarded Agreement and not compensable.
 - d. If Contractor's Quote is signed by Contractor and acceptable to County, Project Manager shall provide Contractor with written approval ("Approved Task Order"). After receipt of the Approved Task Order, County and Contractor shall schedule the Services. Contractor is authorized to begin work on any particular phase / task only upon receipt of the Approved Task Order. Task Orders shall be numbered sequentially (TO1, TO2, etc.).
 - e. If the Contractor is unable to provide, in the determination of the Project Manager, the full scope of Services described in the proposed Task Order, the Project Manager may alter, change, modify, or cancel the Request for Quote before work commences. The Approved Task Order shall be adjusted only upon the written agreement of the Parties after a finding that a change to the Task Order is necessary and justifiable. Contractor's failure to reasonably estimate the cost of completing the task in the first instance shall not be a justification for modifying the Approved Task Order. Modifications to the maximum compensation amount for the Approved Task Order shall be agreed upon by County prior to Contractor continuing the performance of Services. Modifications shall follow the previous nomenclature with letters following (TO1A, TO1B, etc.) In no event shall the total of the maximum amount for all Approved Task Orders exceed the maximum amount of compensation set forth in the awarded Agreement(s) unless modified by County in writing. Unanticipated events, such as natural phenomena, shall not form the basis for additional compensation to Contractor.
 - f. Contractor must take any and all actions to timely complete the work agreed to in the Approved Task Order, including but not limited to subcontracting the work (only to County approved subcontractors). Costs for any Sub-contractors are the responsibility of the Contractor.

- g. The Agreement will not provide Contractor with a guarantee that County will accept Contractor's Quotes and award Contractor Approved Task Orders. County reserves the right, at its sole discretion, to separately quote or bid any project. County's issuance of a Request for Quote is not a guarantee of work to Contractor. County, at its sole discretion, shall determine when Contractor's Services are required and shall issue written Request for Quotes as needed.
- h. The amount payable by County shall in every instance be based on time actually spent and services satisfactorily rendered or as the percentage of the payment schedule applicable to the phase, in an amount not to exceed the maximum amount shown on the Approved Task Order by phase. "Satisfactorily rendered" includes but is not limited to items such as timeliness of the various deliverables, completeness, re-work needed to bring the submitted packages up to desired completeness, etc.
- i. Contractor may be required to attend County Council and other public meetings. The County shall identify such meetings and the Contractor shall include the compensable costs for attendance in the maximum amount of the Task Order, based on the hourly rates agreed to. In the event that it is determined after issuance of the Task Order that meeting attendance is required, County shall inform Contractor of such, and Contractor shall bill the County, accordingly, based on the hourly rates as agreed.

SECTION B. TERM: The term of this Agreement shall commence January 28th, 2026, and shall continue through January 27th, 2033, unless sooner terminated, as provided herein.

SECTION C. COMPENSATION:

1. **Amount of Compensation.** County shall pay compensation for performance of the Services in an amount not to exceed ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00), which amount does not include applicable New Mexico gross receipts taxes ("NMGRT"). Compensation shall be paid in accordance with the compensation rate schedule set out in Exhibit B, attached hereto and made a part hereof for all purposes.
2. **Invoices.** Contractor shall submit itemized invoices for each Task Order to County's Project Manager showing amount of compensation due, amount of any NMGRT, and total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice.

SECTION D. TAXES: Contractor shall be solely responsible for timely and correctly billing, collecting and remitting all NMGRT levied on the amounts payable under this Agreement.

SECTION E. STATUS OF CONTRACTOR, STAFF, AND PERSONNEL: This Agreement calls for the performance of services by Contractor as an independent contractor. Contractor is not an agent or employee of County and shall not be considered an employee of County for any purpose. Contractor, its agents, or employees shall make no representation that they are County employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards, or in any other manner, bearing County's name or logo. Neither Contractor nor any employee of Contractor shall be entitled to any benefits or compensation other than the compensation specified herein. Contractor shall have no authority to bind County to any agreement, contract, duty, or obligation. Contractor shall make no representations that are intended to, or create the appearance of, binding County to any agreement, contract, duty, or obligation. Contractor shall have full power to continue any outside employment or business, to employ and discharge its employees or associates as it deems

appropriate without interference from County; provided, however, that Contractor shall at all times during the term of this Agreement maintain the ability to perform the obligations in a professional, timely, and reliable manner.

SECTION F. STANDARD OF PERFORMANCE: Contractor agrees and represents that it has and shall maintain the personnel, experience, and knowledge necessary to qualify it for the particular duties to be performed under this Agreement. Contractor shall perform the Services described herein in accordance with a standard that meets the industry standard of care for performance of the Services.

SECTION G. DELIVERABLES AND USE OF DOCUMENTS: All deliverables required under this Agreement, including material, products, reports, policies, procedures, software improvements, databases, and any other products and processes, whether in written or electronic form, shall remain the exclusive property of and shall inure to the benefit of County as works for hire; Contractor shall not use, sell, disclose, or obtain any other compensation for such works for hire. In addition, Contractor may not, with regard to all work, work product, deliverables, or works for hire required by this Agreement, apply for, in its name or otherwise, any copyright, patent, or other property right, and acknowledges that any such property right created or developed remains the exclusive right of County. Contractor shall not use deliverables in any manner for any other purpose without the express written consent of County.

SECTION H. EMPLOYEES AND SUB-CONTRACTORS: Contractor shall be solely responsible for payment of wages, salary, or benefits to any and all employees or contractors retained by Contractor in the performance of the Services. Contractor agrees to indemnify, defend, and hold harmless County for any and all claims that may arise from Contractor's relationship to its employees and subcontractors.

SECTION I. INSURANCE: Contractor shall obtain and maintain insurance of the types and in the amounts set out below throughout the term of this Agreement with an insurer acceptable to County. Contractor shall assure that all subcontractors maintain like insurance. Compliance with the terms and conditions of this Section is a condition precedent to County's obligation to pay compensation for the Services, and Contractor shall not provide any Services under this Agreement unless and until Contractor has met the requirements of this Section. County requires Certificates of Insurance, or other evidence acceptable to County, stating that Contractor has met its obligation to obtain and maintain insurance and to assure that subcontractors maintain like insurance. Should any of the policies described below be cancelled before the expiration date thereof, notice shall be delivered in accordance with the policy provisions. General Liability Insurance and Automobile Liability Insurance shall name County as an additional insured.

1. **General Liability Insurance:** ONE MILLION DOLLARS (\$1,000,000.00) per occurrence; ONE MILLION DOLLARS (\$1,000,000.00) aggregate.
2. **Workers' Compensation:** In an amount as may be required by law. County may immediately terminate this Agreement if Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so.
3. **Automobile Liability Insurance for Contractor and its Employees:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; ONE MILLION DOLLARS (\$1,000,000.00) aggregate on any owned, and/or non-owned motor vehicles used in performing Services under this Agreement.

SECTION J. RECORDS: Contractor shall maintain, throughout the term of this Agreement and for a period of six (6) years thereafter, records that indicate the date, time, and nature of the services rendered. Contractor shall make available, for inspection by County, all records, books of account, memoranda, and other documents pertaining to County at any reasonable time upon request.

SECTION K. DUTY TO ABIDE: Contractor shall abide by all applicable federal, state, and local laws, regulations, and policies and shall perform the Services in accordance with all applicable laws, regulations, and policies during the term of this Agreement.

SECTION L. NON-DISCRIMINATION: During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the obligations of Contractor under this Agreement, with regard to race, color, religion, sex, age, ethnicity, national origin, sexual orientation or gender identity, disability, or veteran status.

SECTION M. CHOICE OF LAW: The interpretation and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of New Mexico.

SECTION N. VENUE, FORUM NON-CONVENIENS, EXCLUSIVE STATE JURISDICTION: County and Contractor knowingly, voluntarily, intentionally, and irrevocably agree that any and all legal proceedings related to this Agreement, or to any rights or any relationship between the Parties arising therefrom, shall be solely and exclusively initiated, filed, tried, and maintained in the First Judicial District Court of the State of New Mexico. County and Contractor each expressly and irrevocably waive any right otherwise provided by any applicable law to remove the matter to any other state or federal venue, consents to the jurisdiction of the First Judicial District Court of the State of New Mexico in any such legal proceeding, waives any objection it may have to the laying of the jurisdiction of any such legal proceeding. County and Contractor also agree that this term is a material inducement for each to enter this Agreement, and that both County and Contractor warrant and represent that each have had the opportunity to review this term with legal counsel.

SECTION O. WAIVER OF JURY TRIAL: In the event of any action or proceeding, (including without limitation, any claim, counterclaim, cross-claim or third party claim) arising out of or, relating to this Agreement, or the transaction contemplated by this Agreement, County and Contractor KNOWINGLY, VOLUNTARILY, INTENTIONALLY, AND IRREVOCABLY WAIVE ANY RIGHT TO A JURY TRIAL, and agree that a court shall determine and adjudicate all issues of law and fact with a jury trial being expressly waived. County and Contractor also agree that this waiver of a jury trial was a material inducement for each to enter this Agreement, and that both County and Contractor warrant and represent that each have had the opportunity to review this jury waiver with legal counsel.

SECTION P. INDEMNITY: Contractor shall indemnify, defend, and hold harmless County, its Council members, employees, agents, and representatives, from and against all liability, claims, demands, actions (legal or equitable), damages, losses, costs, or expenses, including attorney fees, of any kind or nature, to the extent that the liability, claims, demands, actions, damages, losses, costs, and expenses are caused by, or arise out of, the acts or omissions of the Contractor or Contractor's officers, employees, agents representatives, and subcontractors in the performance or breach of the Services under this Agreement.

SECTION Q. FORCE MAJEURE: Neither County nor Contractor shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence; provided, however, that the party failing to perform shall (i) as soon as possible, inform the other party of the occurrence of the circumstances preventing or delaying the performance of its obligations, and describe at a reasonable level of detail the circumstances causing such delay, and (ii) exert reasonable efforts to eliminate, cure, or overcome any of such causes and to resume performance of its Services with all possible speed. In such event, the non-performing party may be excused from any further performance or observance of the obligation(s) so affected for as long as such circumstances prevail and such party continues to use its best efforts to recommence performance or observance whenever and to whatever extent possible without delay.

SECTION R. NON-ASSIGNMENT: Contractor shall not assign this Agreement or any privileges or obligations herein and shall not novate this Agreement to another without the prior written consent of the County Utilities Manager.

SECTION S. LICENSES: Contractor shall maintain all required licenses including, without limitation, all necessary professional and business licenses, throughout the term of this Agreement. Contractor shall require and shall assure that all of Contractor's employees and subcontractors maintain all required licenses including, without limitation, all necessary professional and business licenses.

SECTION T. PROHIBITED INTERESTS: Contractor agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its Services hereunder. Contractor further agrees that it shall not employ any person having such an interest to perform Services under this Agreement. No County Council member or other elected official of County, or manager or employee of County shall solicit, demand, accept, or agree to accept, a gratuity or offer of employment contrary to Section 31-282 of the Los Alamos County Code.

SECTION U. TERMINATION:

1. **Generally.** The County Utilities Manager may terminate this Agreement with or without cause upon ten (10) days prior written notice to Contractor. Upon such termination, Contractor shall be paid for Services actually completed to the satisfaction of County at the rate set out in Section C. Contractor shall render a final report of the Services performed to the date of termination, and shall turn over to County originals of all materials prepared pursuant to this Agreement.
2. **Funding.** This Agreement shall terminate without further action by County on the first day of any County fiscal year for which funds to pay compensation hereunder are not appropriated by County Council. County shall make reasonable efforts to give Contractor at least ninety (90) days advance notice that funds have not been and are not expected to be appropriated for that purpose.

SECTION V. NOTICE: Unless otherwise provided in this Agreement, any notices required under this Agreement shall be made in writing. Notices shall be sent via 1) hand-delivery; 2) registered or certified mail; 3) a nationally recognized overnight courier service; or 4) electronic mail (with copy by mail or courier). All notices shall be sent to each party at the addresses set out in this section or any address later provided by such party in writing, with postage prepaid by the sender,

and shall be deemed delivered upon hand delivery, verified proof of delivery by courier, or three (3) days after deposit in the United States Mail.

County:

Clay Moseley – Deputy Utility Manager
Incorporated County of Los Alamos
101 Camino Entrada, Building 5
Los Alamos, New Mexico 87544
E-mail: clay.moseley@losalamosnm.gov

Contractor:

William Curb - President
Armystick, LCC
4101 Corrales, NM 87048
E-mail: bill@curbservicescompany.com

With a copy to:

County Attorney's Office
1000 Central Avenue, Suite 340
Los Alamos, New Mexico 87544
E-mail: ~Attorney@losalamosnm.gov

SECTION W. INVALIDITY OF PRIOR AGREEMENTS AND ENTIRE AGREEMENT:

1. This Agreement supersedes all prior contracts or agreements, either oral or written, that may exist between the Parties with reference to the Services described herein, and expresses the entire Agreement and understanding between the Parties with reference to said Services. It cannot be modified or changed by any oral promise made by any person, officer, or employee, nor shall any written modification of it be binding on County until approved in writing by both authorized representatives of County and Contractor. In the event of any conflict between the terms, conditions, and provisions of this Agreement, and the terms, conditions and provisions of any exhibits or attachments, the terms, conditions and provisions of this Agreement shall control and take precedence.
2. Regarding the Services described herein, this Agreement shall supersede, now and in the future and without limitation, any terms or conditions on Contractor's website, terms and conditions referenced on Contractor's quote or invoice, or any other Contractor terms and conditions not expressly agreed to and properly authorized by the Parties in writing. For clarity, no "click-through," "click-and-accept," "web-wrap," or other similar agreements or terms whether before, on, or after the date of this Agreement, will be effective to add to or modify the terms of this Agreement, regardless of any party's acceptance of those terms by electronic means.

SECTION X. NO IMPLIED WAIVERS: The failure of County to enforce any provision of this Agreement is not a waiver by County of the provisions, or of the right thereafter, to enforce any provision(s).

SECTION Y. SEVERABILITY: If any provision of this Agreement is held to be unenforceable for any reason: (i) such provision shall be reformed only to the extent necessary to make the intent of the language and purpose of the Agreement enforceable; and (ii) all other provisions of this Agreement shall remain in effect so long as the substantive purpose of the Agreement is possible.

SECTION Z. CAMPAIGN CONTRIBUTION DISCLOSURE FORM: A Campaign Contribution Disclosure Form was submitted as part of the Contractor's Response and is incorporated herein by reference for all purposes.

SECTION AA. LEGAL RECOGNITION OF ELECTRONIC SIGNATURES: Pursuant to NMSA 1978 § 14-16-7, this Agreement may be signed by electronic signature.

SECTION AB. DUPLICATE ORIGINAL DOCUMENTS: This document may be executed in two (2) counterparts, each of which shall be deemed an original.

SECTION AC. NEGOTIATED TERMS: This Agreement reflects negotiated terms between the Parties, and each party has participated in the preparation of this Agreement with the opportunity to be represented by counsel, such that neither party shall be considered to be the drafter of this Agreement or any of its provisions for the purpose of any statute, case law, or rule of interpretation or construction that would or might cause any provision to be construed against the drafter of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

ATTEST

INCORPORATED COUNTY OF LOS ALAMOS

MICHAEL D. REDONDO
COUNTY CLERK

BY: _____
PHILO S. SHELTON, III **DATE**
UTILITY MANAGER

Approved as to form:

J. ALVIN LEAPHART
COUNTY ATTORNEY

Armystick, LLC, a New Mexico corporation

BY: _____
WILLIAM CURB, **DATE**
PRESIDENT

**Exhibit A
AGR26-15
Sample Quote/Task Order**

COUNTY OF LOS ALAMOS UTILITIES DEPARTMENT

Armystick, LLC

SERVICES AGREEMENT: AGR26-15

Task Order No.: X

Date Prepared: *Month, Day, Year*

Task Order Project Title: Name

Job Cost #: XX-#### *This is a DPU completed value - telling admin where to charge the cost.*

Task Order DPU Project Manager: Name *This is a DPU item for identifying the DPU project manager.*

Phone: (###) ###-####

Email: name@losalamosnm.gov

Task Order ASW Contact: Name

Phone: (###) ###-####

Email: name@losalamosnm.gov

Scope of Work:

This is usually a list of line items from the contract or new items required specific to the individual task. In a spreadsheet / table format similar to the "Total Cost" spreadsheet below.

Start Work Date: ##/##/####

Complete Work By: ###/###/####

Estimated Total Cost: (not to exceed amount): \$ 0.00

GRT: \$ 0.00

Final Estimate: \$ 0.00

Current Agreement Total Value	\$0.00	GRT	\$ 0.00
Total Value of all Task Orders to date, including this task order	\$ 0.00	GRT	\$ 0.00
Remaining Agreement Total Value	\$0.00	GRT	\$ 0.00

SIGNATURES

DPU Project Manager

Date

Contractor

Date

Name: _____

Print

Name: _____

Print

DPU Deputy or Manager

Date

Name: _____

Print

NOTE: A Deputy Manager can sign for amounts up to \$50,000.00. The Utilities Manager must sign for amounts over \$50,000.00. The Board of Public Utilities must approve amounts over \$100,000.00. The County Council must approve amounts over \$300,000.00.

Exhibit B
Compensation Rate Schedule
AGR26-15

LABOR CLASSIFICATION/TITLE							
Hourly Rates	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Field asset inspection, troubleshoot, field/class training, repair etc.	One man: \$170 per hour Two man: \$305 per hour	One man: \$175 per hour Two man: \$310 per hour	One man: \$180 per hour Two man: \$315 per hour	One man: \$185 per hour Two man: \$320 per hour	One man: \$190 per hour Two man: \$325 per hour	One man: \$195 per hour Two man: \$330 per hour	One man: \$200 per hour Two man: \$335 per hour
Administrative (invoice preparation, service trip report preparation, etc.)	\$150 per hour	\$155 per hour	\$160 per hour	\$165 per hour	\$170 per hour	\$175 per hour	\$180 per hour
Travel (round trip)	\$270 per 100 miles, single vehicle with 1 man in vehicle. \$305 per 100 miles, single vehicle with 2 men in same vehicle.	\$275 per 100 miles, single vehicle with 1 man in vehicle. \$310 per 100 miles, single vehicle with 2 men in same vehicle.	\$280 per 100 miles, single vehicle with 1 man in vehicle. \$315 per 100 miles, single vehicle with 2 men in same vehicle.	\$285 per 100 miles, single vehicle with 1 man in vehicle. \$320 per 100 miles, single vehicle with 2 men in same vehicle.	\$290 per 100 miles, single vehicle with 1 man in vehicle. \$325 per 100 miles, single vehicle with 2 men in same vehicle.	\$295 per 100 miles, single vehicle with 1 man in vehicle. \$330 per 100 miles, single vehicle with 2 men in same vehicle.	\$300 per 100 miles, single vehicle with 1 man in vehicle. \$335 per 100 miles, single vehicle with 2 men in same vehicle.
Repair parts installed	5% discount from manufacture price	5% discount from manufacture price	5% discount from manufacture price	5% discount from manufacture price	5% discount from manufacture price	5% discount from manufacture price	5% discount from manufacture price
Consumables (typical of lubricant, cleaning products, wire wheels, thread sealant, etc.)	\$75 per valve repaired	\$80 per valve repaired	\$85 per valve repaired	\$90 per valve repaired	\$95 per valve repaired	\$100 per valve repaired	\$105 per valve repaired

* Lodging costs, etc. when required will be added at actual cost.

Quotes for Task Orders will not include flagman, traffic control, signs, barriers, etc. as required if valve vault is located in traffic area.

Quotes for Task Orders will not include personnel and equipment to comply with permitted confined space entry requirements (hoist, tripod, etc.)

***Travel Guidelines:**

If travel expenses apply to an individual Task Order, copies of all travel expenses must accompany invoices submitted to County and shall only include the following:

1. The most economical means of transportation shall be used, commercial airlines coach fare rates;
2. Business-related tolls and parking fees;
3. Rental car, taxi service or shuttle services;
4. Mileage shall be reimbursed at the standard mileage rate for business miles driven as established from time to time by the Internal Revenue Service or a minimum of \$0.45 per mile;
5. Hotel or motel lodging, not to exceed \$250.00 base rate per night excluding tax;
6. Meals, per Los Alamos County Travel Policy, currently \$90.00 per diem daily for multi-day travel, or up to \$40.00 daily for one day travel;
7. Internet connectivity charges;
8. Any other reasonable costs directly associated with conducting business with County.
9. If reimbursement for lodging or airfare is sought and no receipt is furnished by Contractor showing the actual cost, the travel expense shall be deemed unreasonable and un-reimbursable.

Travel Expenses not allowed are as follows:

1. Entertainment; in-room movies, games, etc. and
2. Alcoholic beverages, mini bar refreshments or tobacco products.