

County Facilities – Buildings and Grounds
Department of Public Works
AGENDA
May 23, 2016 –9:00am

*Committee Members: Girard, Wood, Strough, Conover, Seeber, Beaty, Montesi, Braymer Simpson,
Leggett, MacDonald*

- I. **Committee Meeting Call to Order**..... Chairman Girard
- II. **Motion to Approve Minutes of Prior Committee Meeting**..... Chairman Girard
- III. **Action Agenda/New Business**
Page
3 - 7 Resolution Request – New Contract..... Frank Morehouse
Rationale: Generator Maintenance for various County Facilities
- IV. **Referral/Pending Items**
Page
2
- V. **Information for Discussion/Review**
Page
8 - 15 Discussion – RFP – Siemens Municipal Center Project..... Jeff Tennyson
Discussion – Sewer tie in – Cornell Cooperative Ext..... Jeff Tennyson
- VI. **Privilege of the Floor to discuss any additional items to come before the Committee**
- VII. **Motion to Adjourn**

Attachments - None

May 23, 2016 – County Facilities Committee Meeting

Referrals

BUILDING & GROUNDS:

- 1) Committee to investigate the possibility of making County campuses smoke free.
(09.01.15)
- 2) Proposal for an RFP to commission a study on Siemens Municipal Center Project was distributed for review - Committee authorized DPW Superintendent to work with County Attorney to develop formal RFP with input from the District Attorney and Sheriff - formal RFP to be reviewed by Committee when complete. (03.23.16)
- 3) Discussion to continue concerning the need for a generator for the Court Space Expansion Project. (04.20.16)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Buildings and Grounds

DATE: 5/23/16

- (a) Is this a Result of a Bid or Request for Proposal?
Bid
- (b) Purpose of Contract:
Generator Maintenance for various Warren County Facilities
- (c) Name of Contractor:
Energy Power Systems
- (d) Address of Contractor: **300 Mile Crossing Blvd.
Rochester, NY 14624**
- (e) Contractor's Contact Person and Telephone Number:
Richard Pringle
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:
May 1, 2016
- (h) Termination Date of Contract:
April 30, 2016
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title*
and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and
Amount:**

Various budget codes for various departments

Sample: A.1010 470 Legislative Board - Contract \$xx.xx
Capital Project No. H289.9550 480 - Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

WARREN COUNTY DEPARTMENT OF PUBLIC WORKS

MAIN OFFICES

4028 Main Street
Warrensburg, N.Y. 12885
Tel (518) 623-4141
(518) 761-6556
Fax (518) 623-2772



JEFFERY E. TENNYSON, P.E.
Superintendent of Public Works

KEVIN J. HAJOS, P.E.
Deputy Superintendent of Public Works

DIVISIONS

Airport
Sewer Administration
Parks & Recreation
Recycling
Highway & Traffic
Engineering
Buildings & Grounds

5/2/2016

Julie A. Butler
Purchasing Agent
Warren County
1340 State Route 9
Lake George, NY 12845

RE: WC 20-16 Generator Maintenance for Various Warren County Facilities

Dear Ms. Butler:

The Department of Public Works (DPW) has reviewed the bids for the subject contract. Based on our review, DPW recommends that contract be awarded to lowest responsive bidder:

Emergency Power Systems
Attn: Richard Pringle
300 Mile Crossing Blvd.
Rochester, NY 14624
Ph: 585-464-6333
Fax: 585-464-6334

If you have any questions regarding the above, please feel free to contact me at (518) 824-8834.

Sincerely,

Kevin J. Hajos
Deputy Superintendent

WARREN COUNTY BID TABULATION SHEET	NAME & ADDRESS OF BIDDER		NAME & ADDRESS OF BIDDER		NAME & ADDRESS OF BIDDER	
BID NO: WC 20-16 ITEM(S): GENERATOR MAINTENANCE FOR VARIOUS WARREN COUNTY FACILITIES DATE: MARCH 22, 2016 TIME: 3:00 P.M.	Emergency Power System Attn: Richard Pringle 300 Mile Crossing Blvd Rochester, NY 14624 Ph: 585-464-6333 Fax: 585-464-6334		Troy Belting Attn: Brian Englert 70 Coboes Rd. Watervliet, NY 12189 Ph: 518-272-4920 Fax: 518-272-0531		FM Generator Attn: Julie Mitchell 35 Pequit St. Canton, MA 02021 Ph: 781-828-0026 Fax: 781-821-9391	
DESCRIPTION OF ITEM	BID PRICE		BID PRICE		BID PRICE	
1. Warren County Sheriff's Office, 1400 State Route 9, Lake George, NY	\$1,700.00	1 st visit	\$210.00	1 st visit	\$2,000.00	1 st visit
a. 1000kw unit - Caterpillar Diesel Model 3508B	\$230.00	2 nd visit	\$2,030.00	2 nd visit	\$200.00	2 nd visit
2. Warrensburg Radio Communications Tower, Maggies Road, Warrensburg, NY	\$200.00	1 st visit	\$225.00	1 st visit	\$225.00	1 st visit
a. 14kw unit-Kohler, Propane, Transfer Switch, Model #14RESAL-200SELS	\$185.00	2 nd visit	\$620.00	2 nd visit	\$200.00	2 nd visit
3 Gore Mountain Radio Tower, Top of Gore Mountain, Johnsbury, NY	\$300.00	1 st visit	\$310.00	1 st visit	\$450.00	1 st visit
a. 35kw unit - Onan Diesel Model 35DGGD	\$250.00	2 nd visit	\$725.00	2 nd visit	\$200.00	2 nd visit
4 Warren County Sheriff's Office Backup Communications Center, Warren County Municipal Center, 1340 State Route 9, Lake George, NY	\$255.00	1 st visit	\$250.00	1 st visit	\$275.00	1 st visit
a. 30kw unit, Onan Natural Gas	\$200.00	2 nd visit	\$575.00	2 nd visit	\$200.00	2 nd visit
5 Propect Mountain Radio Tower, Top of Propect Mountain, Lake George, NY	\$300.00	1 st visit	\$250.00	1 st visit	\$275.00	1 st visit
a. 20kw unit, Spectrum Diesel, Model 20DS	\$220.00	2 nd visit	\$750.00	2 nd visit	\$200.00	2 nd visit
6 The Hague Radio Tower Site, Hague, NY	\$250.00	1 st visit	\$250.00	1 st visit	\$400.00	1 st visit
a. 50kw unit, Onan Propane Gas	\$200.00	2 nd visit	\$630.00	2 nd visit	\$200.00	2 nd visit
BID AWARDED TO:						
<input checked="" type="checkbox"/> JULIE A. BUTLER, PURCHASING AGENT	TERM OF BID: MAY 1, 2016 THROUGH APRIL 30, 2017					

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DESCRIPTION OF ITEM	BID PRICE		BID PRICE		BID PRICE	
7. The Warren County Municipal Center, 1340 Route 9 Lake George, NY:	\$425.00	1 st visit	\$225.00	1 st visit	\$650.00	1 st visit
400KW unit - Southworth - Milton Diesel, Auto Transfer- Entire Building	\$300.00	2 nd visit	\$850.00	2 nd visit	\$200.00	2 nd visit
8 The Human Services Building, 19 Glen Lake Rd, Queensbury, NY	\$400.00	1 st visit	\$250.00	1 st visit	\$375.00	1 st visit
230KW unit Southworth-Milton Diesel, Auto Transfer - All Buildings	\$280.00	2 nd visit	\$870.00	2 nd visit	\$200.00	2 nd visit
9 The Warren County Airport at 443 Queensbury Ave, Queensbury, NY	\$370.00	1 st visit	\$200.00	1 st visit	\$325.00	1 st visit
75KW unit Southworth-Milton Diesel, Manual Transfer & 100 AMP Quick Disconnect	\$200.00	2 nd visit	\$740.00	2 nd visit	\$200.00	2 nd visit
10. The Warren County DPW New Shop, 4055 Main Street, Warrensburg, NY	\$600.00	1 st visit	\$240.00	1 st visit	\$925.00	1 st visit
300 KW unit, Generac, Diesel, Auto Transfer	\$300.00	2 nd visit	\$1,000.00	2 nd visit	\$200.00	2 nd visit
11. The Warren County DPW Old Shop, 4028 Main Street, Warrensburg, NY	\$465.00	1 st visit	\$220.00	1 st visit	\$320.00	1 st visit
130 KW unit, Baldor Portable, Diesel, Manual Transfer	\$200.00	2 nd visit	\$750.00	2 nd visit	\$200.00	2 nd visit
12. The North Creek Shop, Ski Bowl Road, North Creek, NY	\$300.00	1 st visit	\$300.00	1 st visit	\$300.00	1 st visit
12KW Diesel, Auto Transfer - Entire Building	\$250.00	2 nd visit	\$710.00	2 nd visit	\$200.00	2 nd visit
13. The Warren County Airport, 443 Queensbury Ave., Queensbury, NY	\$320.00	1 st visit	\$200.00	1 st visit	\$300.00	1 st visit
37 1/2 KW Gas, Auto Transfer-Runway Lights & Airport Building and a 15KW Diesel, Manual Transfer - Terminal Building	\$200.00	2 nd visit	\$800.00	2 nd visit	\$200.00	2 nd visit

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DESCRIPTION OF ITEM	BID PRICE		BID PRICE		BID PRICE	
14. The Warren County Fish Hatchery, 145 Echo Lake Rd, Warrensburg, NY	\$360.00	1 st visit	\$225.00	1 st visit	\$300.00	1 st visit
60 KW unit, Diesel, Genrac, Auto Transfer, New in 2007	\$200.00	2 nd visit	\$700.00	2 nd visit	\$200.00	2 nd visit
15. The Countryside Adult Home, 353 Schroon River Road, Warrensburg, NY	\$360.00	1 st visit	\$225.00	1 st visit	\$325.00	1 st visit
30KW Diesel, Auto Transfer - Emergency Circuits	\$200.00	2 nd visit	\$620.00	2 nd visit	\$200.00	2 nd visit
16. Warren County OES, 1340 State Rt 9, Lake George, NY	\$400.00	1 st visit	\$250.00	1 st visit	\$350.00	1 st visit
80 KW Unit, Blador Diesel Trailer Mounted, TS-80, No Transfer Switch	\$200.00	2 nd visit	\$720.00	2 nd visit	\$200.00	2 nd visit
17. Warren/Washington County Training Center, 119 Queensbury Ave., Queensbury, NY	\$230.00	1 st visit	\$200.00	1 st visit	\$225.00	1 st visit
a. 22 KW unit, Generac, Propane, Pad Mount, Manual Transfer	\$200.00	2 nd visit	\$640.00	2 nd visit	\$200.00	2 nd visit
TOTAL ANNUAL MAINTENANCE 1st & 2nd FOR ALL UNITS:	\$111,150.00		\$17,760.00		\$11,420.00	
Hourly rate for Mechanic (for repairs not defined by maintenance specs):	\$104.50 per hour		\$132.00 per hour		-\$90.00 per hour -\$135.00 per hour OT	
PERCENT of Mark up Materials over Cost:	25%		20%		25%	

DRAFT RFP for Post Implementation Review of a Performance Contract Review Services (Project Evaluation) Consultant

PROJECT DESCRIPTION

Warren County procured an energy performance contractor approximately 10 years ago to conduct energy audits and possible installations and/or improvements necessary for the electrical, heating, ventilation and/or air conditioning systems for various county buildings. As a result of these energy audits, energy savings projects were developed and implemented to improve energy efficiency and provide cost savings to the County. This review work that will result from this RFP is specifically intended to review the efficient project work proposed and executed at the County Municipal Center by Siemens in 2006, which included the following measures:

- Energy Management Systems (EMS) Night Setback and Shutdown
- Retro-fitting of Lighting at the Municipal Center
- Removal of the Cooling Tower and Installation of a Geothermal Heat Pump System at the Municipal Center

Warren County is seeking to procure the most highly qualified Consultant to complete this review (Project Evaluation) in relation to the aforementioned energy efficiency improvement project.

SCOPE OF WORK

Task 1 - General

The designated Consultant shall become familiar with and review all information relative to the development, implementation and operation of the energy efficiency projects listed above. The Consultant will prepare for and attend meetings as directed by the County. Meetings may be held to:

- discuss and finalize scope of contract work
- present, discuss and receive direction on the progress and scheduling of work
- discuss and resolve comments resulting from review of project documents
- preview content and visual aids for public meetings
- present findings and conclusions to the County Board of Supervisors

For the duration of the Contract, the Consultant will prepare and submit to the County on a monthly basis progress reports and invoices for services conducted. The reporting period shall correspond with the beginning and end of the billing period, so the reporting process can also serve to explain the billing charges.

Task 2 – Data Collection & Analysis

The County shall provide selected consultant all available material that pertains to the project. The Consultant shall compile all available data and conduct any and all site walkthroughs, investigations, tests, etc. necessary to satisfactorily complete the contract work. The Consultant shall perform testing and evaluate, as applicable, all building equipment, systems, instrumentation and controls relative to the energy efficiency project that was executed at the County Municipal Center. The Consultant shall compile and tabulate the following information:

- Evaluation of the feasibility of the initial assumptions and cost savings, including all non-energy savings that were to result from the project, such as but not limited to: reduced maintenance, avoided costs, etc.
- Develop independent projections of energy and cost savings resulting from the completed energy efficiency projects.
- Determine any changes in building operations or occupancy that may have impacted the potential savings, and evaluate the Contract between Siemens and the County to review any contractual rules for how operations or occupancy changes were to be addressed, and determine if they were followed correctly per the contract.
- Review contract between Siemens and the County and comment on the method of accounting for savings for each measure individually, including but not limited to: stipulated savings calculations vs. guaranteed savings calculations, how the contract handles changes in building conditions, weather variations, etc.
- Determine actual achieved energy savings (KWH, KW and Therms) based on historical metering records and other data deemed reliable and appropriate (e.g. EMS trend data).
- Identify and compare actual utility rate costs to projected utility rate costs in the contract for each year of the contract. Determine actual utility cost savings based on actual energy savings (above) and actual energy rates incurred for each year. Provide discussion of assumed energy price escalations from original contract(s) and determination of the reasonableness of original assumptions.
- Compare Consultant developed energy and cost savings to the original projections provided by energy performance contractor (actual vs. what was to be provided pursuant to the energy performance contract). Consultant shall provide a determination of the reasonableness of the original projections and explanations for discrepancies between original projections and actual energy and costs savings, if any. Include discussion of what, if any, impacts the decrease in energy prices had on the projected vs. actual savings over the contract term(s).
- Evaluation of the Measurement & Verification submittals provided by Siemens to the County throughout the period (to reported results).

Task 3 – Report

The Consultant shall prepare a report detailing the methodology and findings of the Project Evaluation. The report shall include, but not be limited to:

- Executive Summary
 - Summary of the project intent, methodology and findings.
 - Historical information regarding the energy efficient project
- Project Methodology
 - Detailed description of the project approach, methodology and tasks performed
- Findings/Conclusion
 - Detail the findings of all analyses and compilations
 - Whether project performance met contractually provided results
 - Whether contractually provided results pursuant to the energy performance contract were achievable based on known conditions and relative to projected future conditions (e.g. operations, occupancy, maintenance, energy cost escalation, etc).
- Appendices
 - All supporting documentation study (historical energy costs, sample calculations, spreadsheet analysis, assumptions, and conversion factors, etc.)

The County Shall:

- Provide the selected Consultant with all available documentation pertaining to the contract(s), annual performance reports, NYSERDA reports and related energy bills.
- Provide access to County staff knowledgeable of and familiar with the original energy efficiency studies, and the development and implementation of the various improvement projects.
- Provide access to all County facilities in a timely manner.

PROPOSALS

At a minimum, proposals shall contain the following information:

- **Summary of Similar Work Experience**
 - Provide detail of similar projects work experience within the last 10 years
 - Three (3) current references, preferably school or government institutions, for which similar work was successfully completed.
- **Personnel and Qualifications**
 - Provide list of all personnel to be employed on the project including their:
 - Job Titles
 - Resumes
 - Qualifications
 - Certifications, as applicable
- **Summary of Project Approach**
 - Provide detailed plan, procedures and time frame to be implemented to meet the objectives of the project.
- **Cost**
 - Using Cost Plus Fixed Fee Method, include detail of all direct technical salary costs, direct non-salary costs, overhead and fixed fee costs. All cost information shall be detailed on Schedules A, B, C & D and included in the proposal.

PROPOSAL EVALUATION & AWARD

Proposals shall be ranked in accordance with the following criteria listed in order of descending weighted value:

Summary of Similar Work Experience – 30 points
Personnel and Qualifications – 25 points
Project Approach – 25
Cost – 20 points

The Selection Committee may require the Consultants with the three (3) highest scoring proposals to attend interviews to discuss the proposal in greater detail. Based on the Selection Committee's review of the interviews, the most highly qualified Consultant will be designated to enter into a contract for the work.

In the event the Selection Committee waives the right to conduct interviews, the proposal with the highest overall score will be awarded the contract.

Schedule A
Proposed Costs
Cost Plus Fixed Fee Method

Item	Description of Items within Method	Applicable Rate / Amount	Interim Payments
Item I	<ul style="list-style-type: none"> • Actual Direct Technical Salaries, regular time plus straight time portion of overtime compensation of all employees assigned to the PROJECT on a full-time basis for all or part of the term of this Contract, plus properly allocable partial salaries of all persons working part-time on this PROJECT • The cost of Principals', Officers', and Professional Staffs' salaries (productive time) included in Direct Technical Salaries is eligible for reimbursement if their comparable time is also charged directly to all other projects in the same manner. Otherwise, Principals' salaries are only eligible as an overhead cost, subject to the current limitations, generally established therefore by the Owner • If, within the term of the Contract, any direct salary rates are paid in excess of the maximums shown in Schedule B, the excess amount shall be borne by the CONSULTANT WITHOUT REIMBURSEMENT either as a direct cost or part of the overhead allowance 	<ul style="list-style-type: none"> • Actual cost incurred in the performance of this contract as identified in Schedule D or otherwise approved in writing by the Sponsor or its representative. • Not to exceed the maximum allowable hourly rates of pay described in Schedule B of the contract, all subject to audit. • Actual overtime premium portion of Direct Technical Salaries, all subject to audit and prior approval by the Owner. 	<ul style="list-style-type: none"> • The Consultant shall be paid in Monthly progress payments based on the maximum salary rates and allowable costs incurred during the period as established in Attachment C. • Bills are subject to approval by the Owner and the Owner's Representative
Item II	Actual Direct Non-Salary Project-related Costs incurred in fulfilling the terms of the Contract, all subject to audit.	All reimbursement for travel, meals and lodging shall be made at actual cost paid but such reimbursement shall not exceed the per diem rates established by the NY State Comptroller. All reimbursement shall not exceed the prevailing wage rates established by the NYS Department of Labor.	
Item III	Items required to be purchased for this Project, not otherwise encompassed in Direct Non-salary Project-related Costs, which become the property of the Owner at the completion of the work or at the option of the Owner.	Salvage value	

Item IV	<p>Overhead Allowance based on actual allowable expenses incurred during the term of the Contract, subject to audit. Submitted overhead amounts will be audited based upon Federal Acquisition Regulations, sub part 1 31.2 as modified by sub part 1 31.105 ("FAR"), and applicable policies and guidelines of the Municipality.</p> <p>For the purposes of the Contract, an accounting period shall be the Consultant's fiscal year. An audit of the accounting records of the Consultant shall be made by the Municipality for each accounting period. For monthly billing purposes, the latest available overhead percentage established by such audit shall be applied to the charges made, under Item IA of this subdivision to determine the charge to be made under this Item.</p>	<p>The overhead allowance shall be established as a percentage of Item IA only (Actual Direct Technical Salaries) of this Schedule, and shall be a FAR compliant rate initially established as:</p> <p>_____ %</p> <p>In all events the above rate shall not exceed _____ %</p>	
Item V	<ul style="list-style-type: none"> • Negotiated Lump Sum Fixed Fee • Payment of the Fixed Fee for the described scope of services is not subject to pre-audit and is not subject to review or modification based on cost information or unless the Contract is formally amended or supplemented by reason of a substantial change in the scope, complexity or character of the work to be performed. 	<p>A negotiated Lump Sum Fixed Fee which in this Contract shall equal:</p> <p>\$ _____</p>	
Item VI	<p>The maximum Amount Payable under this Contract including Fixed Fees unless this contract is formally amended or supplemented by reason of a substantial change in the scope, complexity or character of the work to be performed.</p>	<p>Maximum Amount Payable under this Method shall be:</p> <p>\$ _____</p>	

Schedule B
Salary Schedule

Job Title	Average Hourly Rates		Maximum Hourly Rates		Overtime Category
	2016	2017	2016	2017	
Principal					
Senior Project Manager					
Project Manager					
Senior Engineer/Architect					
Engineer					
Technical Specialist					
Analyst					
Administration Support					
*					
*					
*					
*					
*					
*					

*Write-in Job Titles to be employed as part of the Contract work not otherwise listed.

Overtime Policy

Category A – No overtime compensation

Category B – Overtime compensated at straight time rate

Category C – Overtime compensated at straight time rate x 1.50

Overtime applies to hours worked in excess of the normal working hours of 40 hours per week.

Schedule C
Staffing Table

Job Title	Tasks			Total Hours	Projected Hourly Rate	Direct Technical Salaries
	1 General	2 Data Collection & Analysis	3 Report			
Principal					\$	\$
Senior Project Manager					\$	\$
Project Manager					\$	\$
Senior Engineer/Architect					\$	\$
Engineer					\$	\$
Technical Specialist					\$	\$
Analyst					\$	\$
Administration Support					\$	\$
*					\$	\$
*					\$	\$
*					\$	\$
*					\$	\$
*					\$	\$
*					\$	\$
Total						\$

*Write-in Job Titles to be employed as part of the Contract work not otherwise listed.

Schedule D
Summary of Costs

Item IA	Direct Technical Salaries (estimated) (subject to audit)		\$ _____
Item IB	Direct Technical Salaries Premium Portion of Overtime (estimated) (subject to audit)		\$ _____
Item IIA	Direct Non-Salary Costs (estimated) (subject to audit)		\$ _____
Item IIB	Direct Non-Salary Costs (estimated) (Subcontractor Costs) (subject to audit)		\$ _____
Item III	Other Direct Non-Salary Costs (estimated) (costs not included in Item II that become property of Owner upon contract completion)		\$ _____
Item IV	Overhead (estimated) (% of Item IA only) (subject to audit)	_____ %	\$ _____
Item V	Fixed Fee (negotiated) (% of Item IA, IB & IV)	_____ %	\$ _____
Item VI	Maximum Amount Payable		\$ _____