



SYSTEMS INTEGRATOR

4030 Yancey Road, Charlotte, NC 28217  
P.O. Box 33758, Charlotte, NC 28233  
PHONE 704.969.2484 FAX 704.969.2480

WWW.CITI-LLC.COM

## CITI Proposal C20321

October 14, 2020

Tim Dunlap  
Plant Superintendent  
Department of Water Resources  
2350 Huffine Mill Road  
McLeansville, NC 27301  
Office: 336-433-7212

Reference: I&C Resident Engineer Service Contract (2021)

Dear Mr. Dunlap:

Thank you for the opportunity to continue providing our services to the City of Greensboro.

### **I. Resident I&C Services**

#### *A. Standard Operating Procedure*

CITI, LLC will provide a Resident I&C Engineer that will work directly under the City of Greensboro's supervision and will report to Greensboro's management. Daily activities will be assigned and managed by the City of Greensboro. Normal operating hours will be Monday – Wednesday, 7:00 am to 4:00 pm with a 1 hour lunch. Any overtime or work provided by Resident Engineer outside the normal operating hours will be charged at the rate described in the compensation section described below.

Resident will be capable of providing networking, PLC and SCADA services as directed by City of Greensboro management and act as a liaison with other CITI engineers to resolve them when more specialized services are required. The I&C engineer will communicate the status of work orders to the City of Greensboro via a weekly work order status log.

CITI, LLC will equip the Resident with basic instrumentation tools, a laptop computer and cellular phone; the City of Greensboro will provide a desk, internet access, specialty tools and software as needed to perform the services described in this agreement. Specialty tools and software are not included in this agreement.

Transportation between the City of Greensboro's facilities will be provided by CITI, LLC. All mileage associated with travel between the City of Greensboro's facilities will be logged and included in monthly progress invoices as described in compensation section described below. All travel between facilities will be as directed by the City of Greensboro's management team.

#### *B. Resident I&C Compensation*

##### Reimbursable Expenses

<i>Category</i>	<i>Maximum Reimbursement</i>
Automobile vehicle mileage	.6215/mile



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Rates		
	<b>7:00 am-4:00 pm Monday - Wednesday</b>	
<b>Task</b>	<b>Hourly Rate</b>	<b>Total Amount</b>
Resident I&C Engineer (1/1/2021 – 12/31/2021)	\$92.74	\$115,744

**C. Renewal/Termination Options**

Resident can be removed from role of resident I&C Engineer at any time by either party (City of Greensboro or CITI), and associated monthly invoice will be pro-rated to reflect any partial service for a given month.

The City of Greensboro will have the option to renew the Resident I&C Services. Intent to renew must be provided to CITI, LLC no later than 60 days prior to the end of the current service agreement. If agreeable to the City of Greensboro this contract can be renewed for a 12- or 36-month period using a 3% annual escalation rate applied above.

**D. Payment Terms**

CITI's payment terms are Net 30 days from date of invoice

**II. Electrical Services**

The services of a licensed electrician will be available through this contract by S.S.M.C., Inc. These services will be billed against an allowance value as indicated below:

Licensed Electrician (S.S.M.C., Inc.)

<b>Category</b>	<b>2021</b>
Electrical Services	\$15,450

Contact information:

S.S.M.C., Inc.  
Curtis Cazoe  
8510 Point Oak Dr.  
Colfax, NC 27235  
PO Box 176 Colfax, NC 27235  
336-253-3191 - phone  
866-903-9581 - fax  
Electrical License: 25629 - I & 26900 – SPLV  
Curtis Cazoe

**III. Contract Summary**

<b>Category</b>	<b>2021</b>
Total Resident I&C Engineer and Electrical Services Contract	\$131,194



**CITI, LLC**

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Thank you for the opportunity to provide these services for the City of Greensboro. If you have any questions or comments please do not hesitate to call us.

Very truly yours,

**CITI, LLC**

Anthony Ciresi, PE, PMP  
Project Manager