

C R W Associates, Inc.
CURTAIN WALL, ROOFING AND WATERPROOFING
CONSULTANTS



March 22, 2021

HOPKINS COUNTY
118 Church Street
Sulphur Springs, Texas 75482

Re: PROPOSAL
Consulting and Construction Management

Project: HOPKINS COUNTY PROPERTY AUDIT AND
MAINTENANCE PROGRAM SCHEDULE
Sulphur Springs, Texas 75482

Pursuant to your request, and based upon our understanding of what you wish accomplished, we have assembled the following information for your use and review.

1. SCOPE OF WORK:

A. PROPERTY AUDIT.

1. PROVIDE AUDIT OF ALL EXISTING COUNTY PROPERTIES.

1.1. Conduct visual Audit of each existing Property and note the condition of said Property. Audit shall make reference of any anomaly existing at this time. Audit shall make recommendations as to how anomalies should be corrected and maintained.

2. PROVIDE MAINTENANCE SCHEDULE.

1.1. Provide a maintenance schedule for each existing property and conduct follow up reviews monthly to assure scheduled items are completed. Provide monthly report on maintenance schedule completion.

3. PROVIDE CONSULTATION ON BUDGET ITEMS

1.1. Review items that need repair or replacement and help with cost estimates as pertain to Budget inclusion.

4. PROVIDE QUALITY ASSURANCE ON REPAIRS OR INSTALLATIONS.

2. Compensation:

A. Cost for labor and materials for item 1. A. of this proposal:

1. Initial audit of all County Properties and Creation of Maintenance Schedule for said Properties.

1.1. FIVE THOUSAND AND NO/00 DOLLARS
(\$5,000.00)

(This fee is a one time fee for the creation of the Audit and Maintenance Schedule. Said fee covers the Audit and Maintenance Schedule and the first Quarter of the year.)

2. Quarterly fee for Maintenance Schedule check ups.

1.1. THREE THOUSAND AND NO/00 DOLLARS
(\$3,000.00)

(This fee shall be charged at the beginning of each quarter after the first quarter included in the Item 2.A.1. of this Proposal. This will include monthly or weekly reviews of each property as needed to assure that Scheduled items are being completed.)

3. Terms:

A. A fully executed copy of this proposal, or a purchase order incorporating the terms of this proposal, will be sufficient for initiating the work.

B. A signature block has been provided for this purpose. Subsequent to the execution of this proposal, the scope of services may be amended by addition or withdrawal via written notice.

Respectfully

C R W Associates, Inc.

Tom Glosup
President

This proposal is accepted and agreed to by HOPKINS COUNTY, subject to the qualifications and terms contained herein.

Robert Newsom
SIGNATURE

Robert Newsom
NAME

County Judge
TITLE

4-12-2021
DATE