



Meeting Packet

**Board of Supervisors
January 3, 2023**



ACTION ITEMS



**TOWNSHIP OF NEW BRITAIN
BUCKS COUNTY, PA**

BOARD MOTION

Date: January 3, 2023

I MOVE THAT: The Board approve Resolution 2023-01: 2023 Appointments, Reappointments and Modifications of Appointments, effective January 3, 2022, per the attachments.

Presented By: _____

Seconded By: _____

RESOLUTION NO. 2023-01
New Britain Township
Bucks County, Pennsylvania

**BE IT RESOLVED: THE FOLLOWING APPOINTMENTS, REAPPOINTMENTS,
MODIFICATIONS TO APPOINTMENTS AND CONFIRMATIONS OF EMPLOYMENT
SHALL BE EFFECTIVE AS OF JANUARY 3, 2023.**

Persons and Firms Serving the Township with Compensation:

Township Manager	Matt West	
Bond Requirement		\$1,000,000.00
Township Solicitor	Begley, Carlin & Mandio, LLP	
		<i>(Fees as outlined in Fee Schedule)</i>
Township Engineer	Gilmore & Associates	
		<i>(Fees as outlined in Fee Schedule)</i>
Township Secretary	Matt West	
Assistant Secretary	Michael Walsh	
Township Treasurer	John Bates	
Bond Requirement		\$1,000,000.00
Assistant Treasurer	Matt West	
Building Inspector/Code Enforcement	Randal Teschner	
Zoning Officer/Code Enforcement	David Conroy	
Assistant Zoning Officer	Ryan Gehman	
Chief of Police	Richard Clowser	
Public Works Superintendent	Ryan Cressman	
Assistant Manager	Michael Walsh	
Elected Real Estate Tax Collector (4-Year Term)	Nicole Percetti	12/31/2025
Earned Income Tax Collector (CBSD)	Keystone Collections Group	
Earned Income Tax Collector (NPSD)	Berkheimer Associates	
Local Services Tax Collector	Keystone Collections Group	
Independent Auditor	Dunlap & Associates, P.C.	
Pension Actuarial Consultant	Dave Reed, CBIZ	
Pension Investment Advisors	Michael Glackin, InR	
Zoning Hearing Board (3-Year Term)	Scott Fischer	12/31/2025
	Cathy Basillii	12/31/2023
	Chuck Coxhead	12/31/2024
	Ryan Wantz (Alternate)	12/31/2024
Zoning Hearing Board Solicitor	Thomas J. Walsh, III, Esquire	

Employee Salaries adopted per 2023 Budget, Employment Agreements and/or as adjusted by official Board of Supervisors action from time to time. Current Elected Real Estate Tax Collector salary is set by Resolution No. 2021-05.

Regular full-time employees and/or elected Supervisors shall be authorized to participate in the Township health insurance program, pursuant to the requirements of the Second Class Township Code and action of the Board of Supervisors.

Persons and Firms Serving the Township without Compensation:

Public Meetings of the Board of Supervisors are held at 7:00 p.m. the first and third Monday of each month at 207 Park Avenue, Chalfont, PA, or as advertised. Holidays are set by the adopted New Britain Township Personnel Manual, or as modified.

Board of Supervisors	Elected to 6-Year Term	
Gregory T. Hood		12/31/2023
Cynthia M. Jones		12/31/2023
MaryBeth McCabe		12/31/2025
William B. Jones, III		12/31/2027
Stephanie Shortall		12/31/2027
Vacancy Board Chair	1-Year Term	
Fred Schea		12/31/2023
Elected Auditors	Elected to 6-Year Term	
Sharon Hood		12/31/2023
Brian Dutil		12/31/2025
Helen Haun		12/31/2027
Right To Know/Open Records Officer		
Michael Walsh		
Planning Commission	4-Year Term	
A. James Scanzillo		12/31/2026
Kristen Ives		12/31/2023
Theresa Rizzo Grimes		12/31/2023
Michelle Martin		12/31/2024
Deborah Rendon		12/31/2024
Marco Tustanowsky		12/31/2025
Kenneth Onsa		12/31/2025
Office of Fire Marshal	1-Year Term	
Randal Teschner, Fire Marshal		
Office of Emergency Preparedness	1-Year Term	
Barry Isett & Associates	Confirmed by Governor	
Matt West/Michael Walsh	Administration	
Richard Clowser	Police Services	
Ryan Cressman/Jeremy Bishop	Public Works	
Randal Teschner	Fire/Code Enforcement	
Rich Michie/Mark Duncan	Police Services	
Bill Lukenbill	Member At Large	
Sandra Chambers	Police Administration	

Safety Committee 1-Year Term

Matt West
Richard Clowser
Randal Teschner
Ryan Cressman
William B. Jones
MaryBeth McCabe

Building Code Board of Appeals 3-Year Term

Roman Jastrzebski 12/31/2025
Eric Van Reed 12/31/2023
Thomas Gockowski 12/31/2024

Park and Recreation Board** 5-Year Term

VACANT 12/31/2027
VACANT 12/31/2023
Renee Steskal 12/31/2023
Jessica O'Hara 12/31/2024
Kathi Sexton 12/31/2025
Marco Tustanowsky 12/31/2026
Nancy Jones 12/31/2026
William May, Secretary

Park and Recreation Advisory Committee 1-Year Term

(Subcommittee of Park and Recreation Board)

VACANT
Mary Margaret Briggs
Kathleen Dutil
Brooke Newborn

** The seven members of the Park and Recreation Board shall serve as voting members pursuant to Article XXII, Section 2204 of the Second Class Township Code, which limits voting membership to either 5 or 7 members. These members shall exercise all official duties as required by Code and the specific authorities vested to the Board by the New Britain Township Board of Supervisors, as may be modified from time to time. The Board shall meet contemporaneously with the Advisory Committee, which shall be entitled to participate in all activities, discussions, votes and actions, except as specifically prohibited by the above referenced Code or authorities. The Committee may be expanded to any number of members as deemed necessary by the Board of Supervisors to best serve public interests. However, official Recreation Board membership shall be limited to 7 designated members at all times. A simple majority of voting members shall be deemed a quorum in all matters.

Delegates to Bucks and Montgomery Tax Collection Committees (TCC)

Matt West	Delegate
John Bates	1st Alternate
William B. Jones	2nd Alternate

Chalfont-New Britain Joint Sewer Authority

5-Year Term

Preston Campbell	12/31/2023
Bill Muzika	12/31/2024
Timothy Hagey	12/31/2026

North Penn Water Authority

5-Year Term

Helen Haun	12/31/2023
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Chal-Brit Regional EMS

Holly Pulido	5-Year Term	12/31/2025
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Employee Pension Committee

1-Year Term

Joint Members

Matt West	Manager
Michael Walsh	Assistant Manager
John Bates	Finance Director
Fred Schea	Resident
William B. Jones	Board Delegate
Cynthia M. Jones	Board Delegate

Non-Uniformed Members

Randall Teschner
Ryan Cressman

Uniformed Members

Richard Clowser
Mike Sandt

Pension Committee Trustees

William B. Jones, III
Cynthia M. Jones
Stephanie Shortall (Alternate)

Veterans Committee

1-Year Term

Marco Tustanowsky
Michael Walsh, Secretary
John Bates, Treasurer
Stephen Pirrello
Dale Rimmer
Angelo Barone
VACANT
VACANT

Capital Planning Committee

Greg Hood
MaryBeth McCabe
Fred Schea
Matt West
Michael Walsh

1-Year Term
John Bates
Richard Clowser
Ryan Cresman
William May

Board Liaisons

Administration
Police Department
Planning Commission
Public Works
Fire/Ambulance Services
Park & Rec, Special Projects
Veteran's Committee
Sewer Planning
Bucks TMA
Bucks County Consortium
PSATS Voting Delegate
BCATO Voting Delegate
Doylestown Bike & Hike Committee

Board Chair
William B. Jones, III
Stephanie Shortall
MaryBeth McCabe
Gregory T. Hood
Cynthia M. Jones
MaryBeth McCabe
Greg Hood
Cynthia M. Jones
Matt West
William B. Jones, III
William B. Jones, III
Cynthia M. Jones

Authorized Attendees to State and County Conventions

Board of Supervisors, Tax Collector, Township Manager, Assistant Manager, Police Chief,
Finance Director, Public Works Superintendant

Authorized Depositories

Penn Community Bank
Pennsylvania Local Government Investment Trust (PLGIT)
FirstTrust Bank
Delaware Valley Regional Finance Authority (DVRFA)
TD Bank
Harris Bank
First National Bank of Newtown
Univest Bank and Trust Co.

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RESOLUTION NO. 2023-01

Resolved this 3rd Day of January, 2023.

NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS

Gregory T. Hood

William B. Jones, III

Cynthia M. Jones

MaryBeth McCabe, Esq.

Stephanie M. Shortall

ATTEST:

Matt West, Manager/Secretary



**TOWNSHIP OF NEW BRITAIN
BUCKS COUNTY, PA**

BOARD MOTION

Date: January 3, 2023

I MOVE THAT: The Board approve Resolution 2023-02: 2023 Fee Schedule, per the attachments.

Presented By: _____

Seconded By: _____

RESOLUTION NO. 2023-02
New Britain Township
Bucks County, Pennsylvania

**THE OFFICIAL SCHEDULE OF FEES AND CHARGES FOR THE
TOWNSHIP OF NEW BRITAIN, BUCKS COUNTY, PENNSYLVANIA**

WHEREAS: Resolution No. 88-29, last revised and officially adopted as Resolution No. 2022-02 last established the Official Fee Schedule for the Township of New Britain; and

WHEREAS: Upon review of current conditions and direct and indirect costs associated with the various activities addressed by this schedule of fees and charges, it has been determined that it is appropriate for the schedule to be modified;

NOW, THEREFORE BE IT RESOLVED THAT the official Fee Schedule of New Britain Township is hereby modified and adopted as attached hereto. This Fee Schedule shall be the official schedule of charges and fees of the Township of New Britain until and unless the Board of Supervisors approves contrary official action.

RESOLVED THIS 3rd DAY OF JANUARY, 2023.

NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS

Gregory T. Hood

William B. Jones, III

Cynthia M. Jones

MaryBeth McCabe, Esq.

Stephanie Shortall, Esq.

Attest:

Matt West, Manager/Secretary

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BUILDING INSPECTIONS

All filing fees/base fees are non-refundable.

Escrow Compliance Guarantee Deposit: In addition to any Occupancy/Use Permit fees, escrow/compliance guarantee deposit may be required. This deposit will be refunded upon the issuance of a Certificate of Occupancy and/or Certificate of Completion, less any costs incurred by the Township in securing compliance with any permit issued to the building/developer/owner, including legal, engineering and administrative costs, will be refunded upon issuance of a Final Certificate of Occupancy. If the subject premises and/or swimming pool is occupied or used prior to the issuance of any occupancy certificate and/or certificate of completion, the compliance guarantee/escrow deposit shall be automatically forfeited.

DESCRIPTION	FEES
PA State Fee for All Building Permits (Per PA UCC)	\$4.50 per Permit Issued
Additions and New Buildings	
New Buildings Base Fee – (Primary Use Structures)	
Residential (per dwelling unit)	\$500.00 Filing/Base Fee
<u>plus</u> an additional fee based upon the total square feet of all building areas of any new unit or building, including all stories, multiplied by a factor of 0.30. Uninhabitable basement and/or crawl space areas to be calculated at 50% of the total square footage of these areas. (i.e.: (Length x Width x .5 x \$.30) = Residential Building Fee for these areas)	
Non-Residential	\$2,500.00 Filing/Base Fee
<u>plus</u> an additional fee based upon the total square footage of floor area multiplied by a factor of \$.50 per sq. ft., (including any basement areas) for the first 10,000 square foot, and then by a factor of \$.30 for any additional area.	
Filing Fee for Resubmitted Plans	\$150.00
Accessory Structures	
Residential: All freestanding accessory structures (including, but not limited to all garages)	\$125.00 Filing/Base Fee
<u>plus</u> an additional fee based upon the total square feet multiplied by a factor of \$.25 (i.e.: L x W x \$.25)	
Residential Freestanding/Prefabricated Sheds over 250 sq. ft. to 400 s.f. (over 400 s.f., see above fee)	\$100.00
Zoning Building Permit Site Plan Evaluation/Inspection required only (*plus Zoning Fee).	
Non-Residential:	\$250.00 Filing/Base Fee
<u>plus</u> an additional fee based upon the total square feet multiplied by a factor of \$.50 for the first 10,000 square feet and by a factor of \$0.30 for any additional area, i.e.: (L x W x \$.50) + (L x W x \$.30)	
Non-Residential Freestanding/Prefab over 250 sq. ft.	\$150.00 Filing/Base Fee

BUILDING INSPECTIONS (continued)

DESCRIPTION	FEES
Additions	
Residential Filing/Base Fee, plus an additional fee to be based upon total square footage multiplied by a factor of \$.25	\$150.00 Filing/Base Fee
Non-residential Filing/Base Fee, plus an additional fee based upon the total square feet multiplied by a factor of \$.50 for the first 10,000 square feet and by a factor of \$.30 for any additional area. (i.e.: \$300.00 + (L x W x \$.50) + (L x W x \$.30)*	\$300.00 Filing/Base Fee
Filing Fee for Resubmitted Plans	\$150.00
Uniform Construction Code Board of Appeals Hearing	
Application Fee	\$500.00
Each Continuation	\$200.00
Alterations, Repairs & Remodeling	
Residential Finishing of Basement Areas	\$125.00
Other Residential Alterations, Repairs and/or Remodeling: plus an additional fee based upon the total square feet multiplied by a factor of \$.30 (i.e.: \$175.00 + (L x W x \$.30) = Building Fee)	\$175.00 Base Fee
Non-Residential plus an additional fee based upon the total square feet multiplied by a factor of \$.30 (i.e.: \$350.00 + (L x W x \$.30) = Building Fee)	\$350.00 Filing/Base Fee
Filing Fee for Resubmitted/Updated Plans	\$150.00
Chimneys, Fireplaces & Roofs	
Residential Roof Replacement	\$50.00
Chimney Only	
Masonry	\$100.00
Factory Built	\$50.00
Chimney and Fireplace	\$100.00
Non-Residential Roof Replacement (under 10,000 sf)	\$250.00
Roof Replacement (over 10,000 sf)	\$500.00

BUILDING INSPECTIONS (continued)

DESCRIPTION	FEES	ESCROW
Miscellaneous		
Each re-inspection due to violation or incomplete work	\$50.00	
Decks (uncovered) over 30" height, up to 200 s.f.	\$125.00	
201 s.f. to 400 s.f.	\$175.00	
Over 401 s.f.	\$250.00	
Inspection of fences and gates for swimming pools	\$40.00	
In-ground Swimming Pool (minimum of 2 inspections required)*	\$300.00	\$1,000.00
Aboveground Swimming Pool	\$125.00	
Hot Tubs	\$60.00	
Sidewalks, curbs, driveways, driveway aprons (not applicable to new developments under escrow agreements)	\$50.00	
Wood burning stoves or fireplace inserts	\$75.00	
New Manufactured Home pad and footers* (any additions, car ports, sheds are additional)	\$300.00	
Manufactured Home relocated to new lot/installation on an existing pad in the same development* (any additions, car ports, sheds are additional)	\$150.00	
Manufactured Home Installation Fee per HUD requirements	\$75.00	
Structural Moving		
Under 200 sq. ft.	\$50.00	
201- 2,000 sq. ft.	\$150.00	
2,001 sq. ft. and up	\$75.00 per 1000 sq. ft. or portion thereof	
Structural Demolition, including Interior Demolitions		
200 – 2,000 sq. ft.	\$250.00	
2,001 sq. ft. and up	\$250.00 + \$75.00 per 1000 sq. ft. or portion thereof	
Temporary Installation of Modular School Classrooms*	\$500.00	
Temporary Construction Trailer*	\$100.00	
Minimum fee (for any inspections not listed above)	\$75.00 residential \$150.00 commercial	
Commercial Accessibility Review & Inspection		
New Building	\$300.00	
Alteration of Existing Building	\$125.00	
Solar Installation on Roof & Ground Mounts	\$75.00 residential \$150.00 commercial plus \$0.50/sq.ft.	
*Plus Zoning Evaluation/Inspection Fee (See Zoning)		

PLUMBING INSPECTIONS

DESCRIPTION	FEES
New Buildings, Alterations and Additions	
Rough Piping under slab (drains & water): 1 to 6 fixtures Plus an additional fee for each additional three fixtures, drainage fixture units, or fraction thereof:	\$100.00 residential \$150.00 commercial \$20.00
Rough Piping in walls (drains & water): 1 to 6 fixtures Plus an additional fee for each additional three fixtures, drainage fixture units, or fraction thereof:	\$100.00 residential \$150.00 commercial \$20.00
Final fixtures: 1 to 6 fixtures Plus an additional fee for each additional three fixtures or fraction thereof:	\$100.00 residential \$150.00 commercial \$20.00

MISCELLANEOUS

DESCRIPTION	FEES
Sewer lateral	\$75.00 residential \$125.00 commercial
Water lateral	\$75.00 residential \$125.00 commercial
Violations inspection fee (per reinspection requirement) including failed inspection	\$50.00 residential \$75.00 commercial
Lawn sprinkler systems connected to domestic water supply:	\$50.00
Grease traps or interceptors	\$150.00
Water-cooled air conditioners	\$150.00
Minimum Fee for Any Inspections Not Listed Above	\$75.00 residential \$125.00 commercial
Holding tanks: Per Tank	\$200.00
Well installations	
Residential (occupied single family home)	\$100.00
Geo Thermal Well	\$75.00
All Others:	\$150.00
Sewer Pumps	\$100.00 residential \$200.00 commercial

WIRELESS COMMUNICATION FACILITIES (WCF)

DESCRIPTION	FEES	ESCROW
Miscellaneous		
PA State UCC Building Permit Fee	\$4.50	
Zoning Permit	\$100.00	
Filing Fee	\$500.00	
Electrical Permit	\$200.00	
Legal and Engineering		\$5,000.00 with signed PSA

ELECTRICAL INSPECTIONS

United Inspection Agency is the appointed Electrical Inspection Agency for New Britain Township. Applicants shall be responsible for contacting United Inspection Agency, phone number (215) 542-9977, to arrange for electrical inspection services and provision of the underwriter's certification sticker. The Township shall charge the following fees for inspection, verification of the placement of the underwriter's certification sticker, processing of inspection file cards and related administrative fees as follows:

DESCRIPTION	FEES
Electrical Inspection/Plan Review	
Residential Electrical Inspections and Plan Review	
Services, Equipment and Metering (600 VAC Max)	
Single Meter 30 thru 200 Amps	\$110.00
Single Meter over 200 thru 400 Amps	\$140.00
Single Meter over 400 thru 600 Amps	\$150.00
Single Meter over 600 thru 1200 Amps	\$250.00
Single Meter over 1200 Amps	\$325.00
Services exceeding one meter (per meter in addition to above)	\$65.00
 Feeders and Subpanels (600 VAC Max)	
Over 30 thru 200 Amps	\$110.00
Over 200 thru 400 Amps	\$140.00
Over 400 thru 600 Amps	\$150.00
Over 600 thru 1200 Amps	\$250.00
Over 1200 Amps	\$325.00
Services exceeding one meter (per meter in addition to above)	\$65.00
 Reintroduction of Power	
Single Meter 200 Amps and under	\$135.00
Each additional meter	\$65.00
Over 200 thru 400 Amps	\$150.00

ELECTRICAL INSPECTIONS (continued)**DESCRIPTION** **FEES****Electrical Inspection/Plan Review (continued)****Residential Electrical Inspections and Plan Review (continued)****Swimming Pools**

Pool Bonding	\$105.00
Equipotential Deck Bonding	\$105.00
Pool pump and relating wiring	\$105.00
Pennsylvania Pool Certificate	\$320.00
Residential Generators	\$150.00

Temporary Services

30 thru 200 Amps	\$110.00
Over 200 thru 400 Amps	\$140.00
Over 400 Amps	\$200.00

Residential Inspection (Dwelling Unit-Rough, Service and final)

Single Family Dwelling 200 Amps and under	\$300.00
Single Family Dwelling 200 Amps thru 400 Amps	\$325.00
Single Family Dwelling over 400 Amps	\$350.00

Residential Addition and Alterations (Rough and Final) **\$185.00****Modular and Mobile Homes** **\$250.00**

Modular homes, service connections, 200 Amps and under

The prices referenced above typically include plan review and rough final inspections.

Miscellaneous

Residential	\$100.00
Commercial	\$200.00
Violation Inspection	\$70.00
Electrical Inspections for Residential Generator	\$150.00

Electrical Inspections for Solar Projects:

Up to 10 kW	\$250.00
11-100 kW	\$25.00/kW
100-500 kW	\$15.00/kW
Over 500 kW	\$10.00/kW

***A re-inspection fee will apply after the second failed inspection. This is to be paid directly to the Inspection Agency.**

ELECTRICAL INSPECTIONS (continued)

DESCRIPTION	FEES
Commercial, Industrial and Institutional Electrical Inspections	
The following is based on the total cost of the electrical portion of the construction project. This also applies to tele/data and security wiring.	
Up to \$10,000 (minimum filing fee)	\$300.00
\$10,000 to \$15,000	\$550.00
\$15,000 to \$20,000	\$700.00
\$20,000 to \$30,000	\$800.00
\$30,000 to \$40,000	\$900.00
\$40,000 to \$50,000	\$1,000.00
\$50,000 to \$60,000	\$1,100.00
\$60,000 to \$70,000	\$1,200.00
\$70,000 to \$80,000	\$1,300.00
\$80,000 to \$90,000	\$1,400.00
\$90,000 to \$100,000	\$1,500.00
\$100,000 to \$125,000	\$1,650.00
\$125,000 to \$150,000	\$1,800.00
\$150,000 to \$175,000	\$1,950.00
\$175,000 to \$200,000	\$2,100.00
\$200,000 to \$250,000	\$2,250.00
\$250,000 to \$300,000	\$2,400.00
\$300,000 to \$350,000	\$2,550.00
\$350,000 to \$400,000	\$2,700.00
\$400,000 to \$450,000	\$2,850.00
\$450,000 to \$500,000	\$3,050.00
Above \$500,000	Call for Price
Electric Signs	
Single Unit	\$120.00
Each additional Unit	\$20.00
Parking Lot Poles	
First five fixtures	\$125.00
Each additional fixture	\$10.00
Signaling Systems, Fire Alarms, Security Systems	
System inspection including 25 devices	\$125.00
Each additional 25 devices or portion thereof	\$15.00
*A re-inspection fee will apply after the second failed inspection. This is to be paid directly to the inspection agency.	

MECHANICAL INSPECTIONS

DESCRIPTION	FEES
Miscellaneous	
Replacement of existing residential heater or furnace oil & gas only	\$75.00
Replacement of existing AC Unit	\$75.00
New equipment installation: Heating equipment – Heat Pumps, etc.	\$150.00 residential \$200.00 commercial
Split Systems	\$125.00 residential \$200.00 commercial
Air conditioning equipment	\$100.00 residential \$200.00 commercial
Non-Residential space heaters per unit	\$100.00 Minimum \$25.00 per Unit
Non-Residential rooftop Heater/AC Unit	\$300.00 per unit
Oil or Propane tanks; 1 to 1,000 gallons each additional 500 gallons or fraction thereof	\$50.00 \$2.50
Kitchen Exhaust Hoods	\$150.00
Gas Logs/Fireplaces/Wood Stoves	\$50.00
Minimum fee for Any Inspection Not Listed Above	\$60.00 residential \$150.00 commercial
Re-inspection (if required) and thereafter including failed	\$50.00

FIRE MARSHAL INSPECTIONS

DESCRIPTION	FEES
Annual Fire Inspections - applicable to all non-residential structures, units	
Up to 5,000 square feet	\$30.00
5,001 to 40,000 square feet	\$60.00
40,001 square feet and over	\$150.00
Non-Residential Multi-Tenant Building - Sprinkler, Alarm, & Fire Lane	\$75.00
All other inspections not listed above (minimum fee)	\$75.00

FIRE PREVENTION INSPECTIONS

DESCRIPTION	FEES
Fire Prevention Inspections	
Fire system water service	\$75.00 residential \$150.00 commercial
Fire system standpipes per riser	\$125.00
Fire System Riser	\$125.00
Fire system sprinklers (\$1.00 per head)	\$100.00 residential minimum \$250.00 commercial minimum
Cross connection and back flow preventers	\$75.00
Blasting Permit (per day of blasting)	\$75.00
Fire alarm panel	\$100.00
Smoke detector/Heater Detector/Appliance per 25 or fraction there	\$100.00
Fire extinguishers per 10 units or fraction thereof	\$50.00
Fire Suppression System (Other than fire sprinklers)	\$200.00 per unit
Underground tank removal	\$75.00
Fire Reports	\$75.00
Fire Photographs	\$5.00 per print
Fire Alarm Violation (4 th false alarm)	\$50.00
Fire Alarm Violation (5 th false alarm)	\$100.00
Fire Alarm Violation and thereafter	\$150.00 per alarm
Minimum Fee for Any Inspection Not Listed Above	\$60.00 residential \$75.00 commercial

FEES FOR WORK COMPLETED OR OCCUPANCY UNDERTAKEN WITHOUT PROPER PERMITS

(a) Work Without Permit - Applies to permits issued after work has started	2X	Double the standard permit fee
(b) Special tests and/or agencies required to determine compliance due to concealed construction or work completed prior to obtaining any required permit(s).		Applicant shall pay the cost incurred by the township plus 10%, or in the alternative, the applicant shall be required to produce approved proof of compliance, such as soil compaction testing, electrical certifications, compressed air testing of pipes, or other similar testing deemed necessary and deemed acceptable to the township.
(c) Occupancy Without Certificate - Applies to U&O certificates issued for an existing occupancy	2X	Double the standard fee for certificate

ADMINISTRATION

DESCRIPTION	FEES
Publications and Maps	
Zoning Ordinance (including Zoning Map)	\$60.00
Zoning Map	\$3.00
Subdivision and Land Development Ordinance	\$30.00
Comprehensive Plan	\$25.00
Open Space Plan (2000, 2008)	\$30.00
Codified Codes	
Printed	\$500.00
Computer Disk	\$50.00
Copy Requests: may be furnished as xerographic copies or as electronic recordings on computer disks. Records only available in other media may be furnished in that media at the option of the Township. Copy fees estimated to exceed \$50.00 shall be prepaid.	
Photostatic Copies Black & White	\$0.25 per page
Photostatic Copies in Color	\$0.35 per page
Copying by Outside Vendor	actual service cost
Electronic Media – only new Township furnished disks or new disks from an unopened package may be utilized.	\$3.00/disk
*Additional RTKL Fees may apply as outlined in Appendix D	
Postage	
U.S. Mail (1 st Class)	\$1.00/envelope plus actual cost of postage
Package shipping by USPS, UPS, FedEx and others	actual service cost
Deed Registration	\$10.00/per deed

ADMINISTRATION (continued)

DESCRIPTION	FEES
Returned Check	\$30.00
Certification of Record	\$25.00
IRS mileage allowance	as established by IRS
Manpower & Equipment Usages	
Road Crew	
Foreman	\$ 60.00/hr.
Laborer	\$ 45.00/hr.
Equipment	
Dump Truck	\$ 150.00/hr.
Loader	\$ 200.00/hr.
Miscellaneous Equipment	\$50.00/hr.

SPECIAL PERMITS, ROAD OCCUPANCY PERMIT, LICENSES

DESCRIPTION	FEES
Special Permits for items, uses, or activities not listed in this fee schedule: As established by the Township Manager on a case-by-case basis utilizing the estimated costs to the Township made necessary by reason of the application or request.	
Road Occupancy Permit	
Township Road Occupancy Permit	
Utility	\$100.00 plus \$10.00 per sq. yd. of excavation within public ROW
Driveway	\$75.00 residential \$100.00 commercial
Township Highway Occupancy Permit	
Utility	\$50.00
Above-Ground Facilities (poles, guy wires, etc.)	\$20.00 up to 10 Physically connected, continuous facilities \$2.00 each additional
Licenses	
Liquor License Transfer Application	\$2,000.00

PETITION TO VACATE PUBLIC ROAD/RIGHT-OF-WAY/PAPER STREET

DESCRIPTION	FEES	ESCROW
Petition to Vacate Public Road/Right-of-Way/Paper Street	\$200.00	\$1,000.00

STORM SEWER AND STORMWATER MANAGEMENT MAINTENANCE FEES

DESCRIPTION	FEES
Storm Sewer Maintenance Fee: This fee shall apply to all existing and/or proposed storm sewers located in public rights of way within and/or along the subject property or any Township-owned easement.	\$2.50/lineal foot of existing and proposed roadway
Stormwater BMP Maintenance Guarantee: This fee shall apply to all proposed stormwater BMPs installed within New Britain Township, to provide a financial guarantee for the timely installation, proper construction and continued maintenance by the owner of the subject property. Small projects costing under \$500.00 may be exempted from this fee at the discretion of the Board of Supervisors.	5% of construction cost of BMPs, with a minimum of \$100.00, but not to exceed \$10,000.00

USE AND OCCUPANCY INSPECTIONS

DESCRIPTION	FEES PER UNIT
New Unit: One Inspection/One Re-Inspection prior to issuance of Certificate	
New Single Family Dwelling	\$150.00
New Apartments / Mobile Homes	\$75.00
New Additions	\$40.00
Resale Unit: One Inspection/One Re-Inspection prior to issuance of Certificate	
Dwelling Units	\$75.00
Single Story Apartments, Mobile Homes	\$50.00
Apartments over Single Story	\$75.00
Second Re-inspection (if required) and each thereafter	\$40.00
Non-Residential Units: One Inspection/One Re-Inspection prior to issuance of Certificate	
New Commercial Units	\$125.00 plus \$0.05/s.f.
Commercial Resales under 10,000 s.f.	\$125.00
Commercial over 10,000 s.f.	\$200.00
Residential Temporary Use and Occupancy Reinspection: Per each additional inspection	
Residential	\$75.00
Single Story Apartments, Mobile Homes	\$50.00
Apartment over Single Story	\$75.00
Non-Residential Temporary Use and Occupancy Reinspection: Per each additional inspection	
Commercial under 10,000 s.f.	\$125.00
Commercial over 10,000 s.f.	\$200.00

PROFESSIONAL SERVICES ESCROW REQUIREMENT

A Professional Services Escrow Account shall be required to be deposited with the Township at the time of the initial plan application. The applicant and/or developer shall establish a Professional Services Escrow Account to reimburse New Britain Township for the reasonable and necessary expenses incurred for review of all applications, reports, plans, and the inspection of the improvements by New Britain Township’s professional consultants, solicitor and/or engineer. Such expenses shall be reasonable and in accordance with the ordinary and customary fees charged by the New Britain Township Solicitor, Engineer and any other consultant for work performed for similar services in New Britain Township.

However, in no event shall the fees exceed the rate or cost charged by the New Britain Township Solicitor, Engineer or other consultant when such fees are now reimbursed or otherwise imposed on an applicant. Township incurred professional fees shall be billed in accordance with the attached professional fee schedule and Township administrative expenses shall be reimbursed at **10% per billing and a minimum of \$10.00 per bill**. A Professional Services Agreement (PSA) is required as part of the submission process.

SUBDIVISION AND LAND DEVELOPMENT

To cover costs associated with the receipt, processing and handling, required reviews pursuant to the Pennsylvania Municipalities Planning Code, Zoning and Subdivision and Land Development regulations, digitizing and archiving of plans and application materials, the following fees and professional services escrow are required:

DESCRIPTION	FEES	ESCROW
Residential Subdivision Plans		
Sketch Plan with Engineering Review		
Minor (2 lots/units)	\$100.00	\$2,500.00
3 or more lots/units	\$100.00	\$5,000.00
Preliminary Plans		
Minor (2 lots/units)	\$600.00	\$10,000.00
3 or more lots/units	\$900.00	\$1,000.00/lot
	\$200.00 per lot/unit	\$10,000.00 Minimum
Final Plans		
Minor (2 lots/units)	\$400.00	\$10,000.00
3 or more lots/units	\$600.00 plus \$100.00 per lot/unit	\$1,000.00/lot \$10,000.00 Minimum
Residential Land Development		
Sketch Plan with Engineering Review	\$100.00	\$2,500.00
Preliminary Plans	\$300.00/unit	\$10,000.00
Final Plans	\$200.00/unit	\$10,000.00
Revised Plans (Preliminary or Final)	*\$75.00 per lot/unit	Maintain ESCROW
* Revised final plan fee may be waived by Township Manager if only plan note and technical revisions		

SUBDIVISION AND LAND DEVELOPMENT (continued)

DESCRIPTION	FEES	ESCROW
Planned Residential Development (PRD)	\$4,000.00	\$10,500.00 plus \$1,000.00/lot or unit
Lot Line Changes and Reverse Lot Split		
Sketch Plan with Engineering Review	\$175.00	\$2,000.00
Preliminary Plans		
Minor (2 lots/units)	\$175.00	\$5,000.00
3 or more lots/units	\$150.00 plus \$100.00 per lot/unit	\$5,000.00
Final Plans		
Minor (2 lots/units)	\$150.00	\$5,000.00
3 or more lots/units	\$150.00 plus \$100.00 per lot/unit	\$5,000.00
Residential Site Plans for New Dwelling Construction	\$250.00	\$5,000.00
Stormwater Site Plan Review	\$50.00	\$5,000.00
Non-Residential Subdivision and/or Land Development Plans		
To cover costs associated with the receipt, processing and handling and required reviews pursuant to the Pennsylvania Municipalities Planning Code, Zoning and Subdivision & Land Development regulations, digitizing, archiving, and application materials the following fees and professional services escrow are required:		
Sketch Plans	\$250.00+	\$5,000.00
Preliminary Plans	\$500.00 per lot/unit	\$25,000.00
Final Plans	\$400.00 per lot/unit	\$25,000.00
Revised Final Plans	\$100.00 per lot/unit*	Maintain ESCROW
*Revised final plan fee may be waived by Township Manager if only plan note and technical revisions		
Sewage Facility Systems		
Act 537 Planning Module Review	\$150.00	\$2,500.00
Operation & Maintenance Agreement (O&MA)	\$150.00	\$1,000.00
O&MA Non-Refundable Financial Security		\$2,500.00*
*Financial Security may be increased, as recommended by the Twp Engineer & Solicitor and approved by the Board, due to additional monitoring and enforcement requirements.		

SUBDIVISION AND LAND DEVELOPMENT (continued)

DESCRIPTION	FEES	ESCROW
Fee in Lieu of Dedication of Park and Recreation Land		
Under Section 715, Subdivision and Land Development Ordinance, Per Dedication Unit Required		
Residential	\$2,500.00/dwelling unit	
Non-Residential	\$2,500.00/4,000 sq. ft. building area	

ZONING

DESCRIPTION	FEES	
Zoning Bldg Permit Site Plan Evaluation/Inspection	\$50.00 residential	
Zoning Bldg Permit Site Plan Evaluation/Inspection	\$100.00 non-residential	
Zoning or Permitted Use Certifications (including Home Occupations)	\$60.00 residential	
Zoning or Permitted Use Certifications	\$100.00 non-residential	
Change of Use Certification	\$100.00	
Registration of Non-Conforming uses or structures	\$100.00	
Home Occupation Permit	\$60.00	
Determination by Zoning Officer	\$100.00	
Flood Plain Determination	\$25.00	
Temporary Trailer Permit	\$50.00 for 0-3 \$100.00 for 3-6 months	
Signs requiring a construction/zoning permit	\$5.00/sq. ft. of the sign area (L x W= fee) PER SIDE \$50.00 minimum fee	
Commercial Temporary Signs	\$50.00 per month up to months per year.	4

ZONING (continued)

DESCRIPTION	FEES
Applications for Conditional Use Hearing	\$2,500.00
Requests for Filing for Amendments to the Zoning Ordinance or Map for Change of Zoning	\$2,500.00 plus PSA and \$2,500.00 Escrow
Requests and Petitions for Curative Amendments, and/or Substantive Challenges to the Validity of the Zoning Ordinance or Map	\$5,000.00 plus \$300.00/hearing

--

ZONING HEARING BOARD

To cover costs of compensation for the secretary and members of the zoning hearing board, notice and advertising costs and administrative expenses associated with the hearing.

All fees are non-refundable regardless of the Zoning Board Decision.

DESCRIPTION	FEES
Residential	
Application Fee	\$800.00
Continuance Fee	\$200.00
Non-Residential	
Application Fee	\$1,200.00
Continuance Fee	\$200.00

PARKS AND RECREATION

Unless otherwise noted below, fees for township sponsored recreational programs and other special recreational and community events shall be established by the Board of Supervisors, or the Township Manager (if necessary under the circumstances of the event or program).

DESCRIPTION	FEES
Sport League Field Permits	
Note: Certificate of Insurance naming New Britain Township as the certificate holder and as additional insured is required for field/ pavilion use by all organizations and companies. All rosters must include name, street address, city, state, and residing municipality of each player.	
Youth Groups (age 18 and under)	\$100.00 per season (Application Fee) \$7.00 per person/Resident \$10.00 per person/Non-resident
Adult Groups (age 19 - 55)	\$100.00 per season (Application Fee) \$35.00 per use (Field Use)
Senior Groups (Age 55+)	\$50.00 per season (Application Fee) \$5.00 per person/Non-resident
Pavilion Reservation	\$35.00 per day/Resident \$40.00 per day/Non-resident
Special Event Permit (Non-Tournament)	\$35.00 per field/pavilion (Application Fee) \$50.00 Security Deposit
Field Reservations (Non-league)	\$25.00 per use/per field (Includes Application Fee)
Tournaments	*\$100.00 (new) *sponsors of any gatherings, which require police, maintenance, or other personnel and/or equipment, shall be responsible for all associated costs as determined by the Township. A deposit to guarantee payment shall be determined by the Township and posted with the Township prior to permit issuance.
Camps or Instruction Sessions	\$50.00 (Application Fee) \$25.00 per use/field per day

POLICE

DESCRIPTION	FEES
Police Reports and/or Incident Report	\$15.00
Accident Report Fee	\$15.00 per accident

POLICE (continued)

DESCRIPTION	FEES
Accident Photographs	\$25.00 processing fee + \$1.00 per 4x6 print \$5.00 per 8x10 print \$5.00 /contact sheet \$15.00 per CD
Alarm Violation (4th & 5th false alarms)	\$60.00
Alarm Violation (6th and thereafter false alarms)	\$100.00
Alarm Registration	\$10.00 per year
Fingerprinting Fee (township residents and businesses only)	\$10.00 per card
Soliciting Permits	
per Day	\$20.00
per Week	\$50.00
per Month	\$100.00
Stray Dog Pick Up	\$15.00
Parking Tickets – (Township Tickets – Not District Court)	
Fire Zone	\$15.00
Reserved: Handicapped	\$15.00
Left side to curb	\$10.00
Between AM/PM	\$10.00
During Winter Storm	\$10.00
Where Signs Prohibited	\$10.00
Within an Intersection	\$10.00
Blocking Driveway	\$10.00
All others not listed above (minimum fee)	\$10.00
Vehicle Storage Charge Permit	\$100.00



**2023 PROFESSIONAL SERVICES FEE SCHEDULE
NEW BRITIAN TOWNSHIP, BUCKS COUNTY, PA**

TITLE	RATE
Principal III	\$ 175.00
Principal II	\$ 170.00
Principal I	\$ 165.00
Consulting Professional V	\$ 155.00
Consulting Professional IV	\$ 150.00
Consulting Professional III	\$ 145.00
Consulting Professional II	\$ 140.00
Consulting Professional I	\$ 135.00
Design Technician V	\$ 130.00
Design Technician IV	\$ 120.00
Design Technician III	\$ 115.00
Design Technician II	\$ 102.00
Design Technician I	\$ 92.00
Construction Representative III	\$ 124.00
Construction Representative II	\$ 114.00
Construction Representative I	\$ 104.00
Surveying Crew	\$ 185.00
Project Assistant	\$ 85.00

Listed Rates – All Rates listed above are hourly rates based upon straight time for a 40-hour, 5-day week and are charged on actual time expended. When requested/required to provide professional services in excess of 40 hours during the normal work week, non-exempt staff shall be charged 1.5 times the standard rate for those hours worked in excess of the normal 40 hours. Construction Representative Services requested on weekends shall be charged at the same overtime rate with a minimum of 4 hours charged.

Client Invoicing – Gilmore & Associates, Inc. invoices on a monthly basis and payment for services rendered are due within 30 days.

Proprietary Information – This Professional Services Fee Schedule is proprietary information issued by Gilmore & Associates, Inc. for review only by the recipient of this document. The information contained herein shall not be shared, reviewed or discussed with others than those receiving this original document.

Special Consulting Services - Rates vary by type of service and level of experience. Rate Schedules will be provided upon request.

JEFFREY P. GARTON
DOUGLAS C. MALONEY
THOMAS J. PROFY, IV*†
FRANCIS X. DILLON
JOHN A. TORRENTE*
STEVEN M. JONES
MICHAEL J. MEGINNISC
BREANDAN Q. NEMEC*
BRENDAN M. CALLAHAN*
SEAN M. GRESH
SIOBHAN TIMMERMAN†
BRYCE H. McGUIGAN*
BRADLEY R. CORNETT*
KATHARINE J. WEEDER*
TRACY L. CASSEL-BROPHY*
CHRIS LITTLE SIMCOX*
BRENDAN G. CORRIGAN^
KIMBERLY N. BARRON
CHLOE M. BOUDAZIN



680 MIDDLETOWN BOULEVARD
P.O. BOX 308
LANGHORNE, PENNSYLVANIA 19047-0308
TELEPHONE: 215.750.0110
FAX: 215.750.0954

Sean M. Gresh, Esq.
sgresh@begleycarlin.com

OF COUNSEL
JOHN P. KOOPMAN
JAMES A. DOWNEY, III
SCOTT A. PETRI
FRANK A. FARRY
THOMAS E. HORA
ALLEN W. TOADVINE
TRACY P. HUNT
PAMELA A. VAN BLUNK*

NEW HOPE OFFICE
123 W. BRIDGE STREET
NEW HOPE, PA 18938
215.862.0701

*Member of PA & NJ Bars
†Master of Laws (Taxation)
^Member of PA & NY Bars

December 29, 2022

RATE PROPOSAL FOR NEW BRITAIN TOWNSHIP

1. **Hourly Rate for General Legal Services**.....\$160.00
 - a. This is the rate to be charged by all attorneys rendering general legal services
 - b. This rate will apply to:
 - i. Preparation of reports, memoranda, correspondence, ordinances, etc.
 - ii. Attendance at meetings and participation in telephone conferences or consultations
 - iii. Employment and/or labor matters

2. **Hourly Rate for Litigation Services**.....\$185.00
 - a. This is the rate to be charged by all attorneys rendering litigation services
 - b. This rate will apply to:
 - i. Attendance at court, hearings, and meetings, including travel to and from
 - ii. Preparation of pleadings, memoranda, reports and other documents related to the matter in litigation
 - iii. Conferences or consultations with the Township which specifically deal with an issue of litigation.

3. **Hourly Rate for Real Estate Services**.....\$210.00
 - a. This is the rate to be charged regarding all real estate matters, including land development, subdivision, etc.

As noted previously, Begley, Carlin, and Mandio is committed to maintaining the above rates through December 2023. If a rate change is contemplated for 2024, the firm will discuss the same with the Board of Supervisors and Township Manager well before any such change is implemented.

3655 Route 202
Suite 105
Doylestown, PA 18902

Thomas J. Walsh III & Associates, P.C.



Phone: 267.247.5024
Fax: 267.247.5668
Email: twalsh@twalshlaw.com

December 28, 2022

Via Email Only

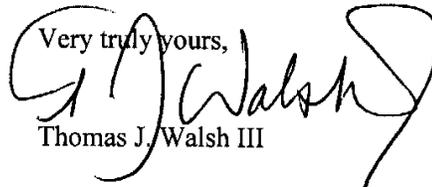
Michael Walsh
Assistant Township Manager
New Britain Township
207 Park Avenue
Chalfont, PA 18914

**Re: New Britain Township – 2022 Rate for Legal Services
Zoning Hearing Board Solicitor**

Dear Mike:

As you know, I am fortunate to serve as solicitor to the New Britain Township Zoning Hearing Board (“ZHB”). In that capacity, my responsibility is to provide general legal counsel to the ZHB and to the New Britain Township Zoning Officer. If I am re-appointed as solicitor to the ZHB in 2023, my hourly rate for legal services in 2023 will be **\$160.00**, which is the same hourly rate since 2020.

To ensure compliance with applicable law, kindly include this rate in the New Britain Township Fee Resolution for 2023. Thank you for your consideration. Should you have any questions, please feel free to contact me.

Very truly yours,

Thomas J. Walsh III

TJW/



**TOWNSHIP OF NEW BRITAIN
BUCKS COUNTY, PA**

BOARD MOTION

Date: January 3, 2023

I MOVE THAT: The Board approve the 2023 Meeting Schedule, per the attachments.

Presented By: _____

Seconded By: _____

2023 New Britain Township Proposed Meeting Schedule

January

Date	Time	Meeting
2	N/A	Closed - New Year's Day
3	7PM	BOS Reorganization
16	N/A	Closed - MLK Jr. Day
17	7PM	Parks & Recreation
18	5:30PM	Veterans Committee
19	7PM	Zoning Hearing Board
23	7PM	BOS Business Mtg
24	7PM	Planning Commission

May

Date	Time	Meeting
1	10AM	BOS Work Session
15	7PM	BOS Business Mtg
16	7PM	Parks & Recreation
18	7PM	Zoning Hearing Board
23	7PM	Planning Commission
29	N/A	Closed - Memorial Day

February

Date	Time	Meeting
6	7PM	BOS Work Session
15	5:30PM	Veterans Committee
16	7PM	Zoning Hearing Board
20	N/A	Closed - Presidents' Day
21	7PM	Parks & Recreation
27	7PM	BOS Business Mtg
28	7PM	Planning Commission

June

Date	Time	Meeting
5	7PM	BOS Work Session
15	7PM	Zoning Hearing Board
19	7PM	BOS Business Mtg
20	7PM	Parks & Recreation
27	7PM	Planning Commission

March

Date	Time	Meeting
6	10AM	BOS Work Session
15	5:30PM	Veterans Committee
16	7PM	Zoning Hearing Board
15-17	N/A	PELRAS Conference
20	7PM	BOS Business Mtg
21	7PM	Parks & Recreation
28	7PM	Planning Commission

July

Date	Time	Meeting
3	7PM	BOS Work Session
4	N/A	Closed - July 4 th
17	7PM	BOS Business Mtg
18	7PM	Parks & Recreation
19	5:30PM	Veterans Committee
20	7PM	Zoning Hearing Board
25	7PM	Planning Commission

April

Date	Time	Meeting
3	7PM	BOS Work Session
7	N/A	Closed - Good Friday
17	7PM	BOS Business Mtg
18	7PM	Parks & Recreation
19	5:30PM	Veterans Committee
20	7PM	Zoning Hearing Board
23-26	N/A	PSATS Convention
25	7PM	Planning Commission

August

Date	Time	Meeting
7	7PM	BOS Work Session
15	7PM	Parks & Recreation
16	5:30PM	Veterans Committee
17	7PM	Zoning Hearing Board
21	7PM	BOS Business Mtg
22	7PM	Planning Commission

2023 New Britain Township Proposed Meeting Schedule

September

Date	Time	Meeting
4	N/A	Closed - Labor Day
11	10AM	BOS Work Session
19	7PM	Parks & Recreation
20	5:30PM	Veterans Committee
21	7PM	Zoning Hearing Board
25	7PM	BOS Business Mtg
26	7PM	Planning Commission

January, 2024

Date	Time	Meeting
1	N/A	Closed - New Year's Day
2	7PM	Reorganization

October

Date	Time	Meeting
2	10AM	BOS Work Session
16	7PM	BOS Business Mtg
17	7PM	Parks & Recreation
18	5:30PM	Veteran's Committee
19	7PM	Zoning Hearing Board
24	7PM	Planning Commission

November

Date	Time	Meeting
6	7PM	BOS Business Mtg
7	N/A	Election Day
10	N/A	Closed - Veterans Day
16	7PM	Zoning Hearing Board
20	7PM	BOS Business Mtg
21	7PM	Parks & Recreation
23	N/A	Closed - Thanksgiving
24	N/A	Closed - Thanksgiving
28	7PM	Planning Commission

December

Date	Time	Meeting
4	7PM	BOS Business Mtg
12	7PM	Planning Commission
18	7PM	BOS Business Mtg
19	7PM	Parks & Recreation
21	7PM	Zoning Hearing Board
25	N/A	Closed - Christmas Eve
26	N/A	Closed - Christmas Day



**TOWNSHIP OF NEW BRITAIN
BUCKS COUNTY, PA**

BOARD MOTION

Date: January 3, 2023

I MOVE THAT: The Board approve the hiring of Justin Elvidge as Parks & Recreation Crew member for New Britain Township, as of January 3, 2023.

Presented By: _____

Seconded By: _____



**TOWNSHIP OF NEW BRITAIN
BUCKS COUNTY, PA**

BOARD MOTION

Date: January 3, 2023

I MOVE THAT: The Board authorize purchase orders for Corbett, Inc. & Diversified Storage Solutions, per the attachments.

Presented By: _____

Seconded By: _____



MEMO

TO: Board of Supervisors, Matt West
FROM: Michael Walsh
DATE: December 27, 2022
RE: Purchase Orders Corbett Inc. & Diversified Storage Solutions

New Britain Township is increasing the level of service provided to residents requiring, an increase in the number of administrative staff. To effectively accommodate this staffing increase, the Township's administration offices need to be redesigned to provide additional workspace.

Corbett Inc. & Diversified Storage Solutions (DSS) have provided quotes for the Administration Redesign. The first step in the Administration Redesign project is to issue purchase orders to Corbett & DSS, based on the provided quotes, to order materials for the project.

Staff Recommendation:

Authorize staff to issue purchase orders to Corbett & DSS, for the purchase of materials necessary for the Administration Redesign project, based on the quotes provided.

New Britain Township- Phase 1

We are pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Sales Team:

Andrew Vandiver
 Sales Rep
 andrew.vandiver@corbettinc.com
 (215) 605-1285

Brianna Light
 Interior Designer
 brianna.light@corbettinc.com
 610.277.7100

Quote Number: 22BL-761_R4.P1/C

CREATED 12/8/2022 | **Valid Through 2/6/2023**

PRODUCT TOTALS	\$107,819.16
See Quote Detail Summary	\$30,449.00
GRAND TOTAL	\$138,268.16

Contract Information:
 035-018 PA State COSTARS Contract

Requested Delivery Date: To be Determined

Sold To To be Determined	End User To be Determined
------------------------------------	-------------------------------------

Ship To To be Determined	Installation To be Determined
------------------------------------	---

Client Notes:
 *** PLEASE MAKE PURCHASE ORDERS OUT TO: ***
 CORBETT, INC.
 56 BUTTONWOOD STREET
 NORRISTOWN, PA 19401
 PURCHASE ORDERS SHOULD BE FAXED TO 610-277-1403
 *** PRICING BASED ON PENNSYLVANIA STATE COSTARS CONTRACT *** CONTRACT #
 COSTARS-035-018 ** SAP # 118517 ***
 *** FREIGHT INCLUDED *** CURRENT LEAD TIME IS 6 - 8 WEEKS *** LEAD TIMES ARE
 SUBJECT TO CHANGE AND MAY VARY BASED ON THE AVAILABILITY OF MATERIALS
 AT TIME OF ORDER ***
 *** IT IS THE SOLE RESPONSIBILITY OF THE SERVICING DEALER TO VERIFY THE
 ACCURACY OF ALL FINAL SPECIFICATIONS, QUANTITIES & FINISHES BEFORE AN
 ORDER MAY BE PLACED ***

QUOTATION

CREATED 12/8/2022
VALID THROUGH 2/6/2023
Prepared By Brianna Light
Quote Filename New Britain Township- Phase 1 - 22BL-761_R4.P1/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Tag 1: Lobby					
1.1	JCR1	2	\$464.58	\$929.16	
Jaicer Side Chair 		White Oak Stain WO Felt Glides FGL			
1.2	FRSD30SQ	1	\$599.14	\$599.14	
FortySeven Dining Height Table, Square, 29"h x 30" x 30" 		Black BLK #38 Faced MDF Core Top #38 Black Stain BLK Black Powdercoat BLK			
Tag 1: Lobby			WorkGroup Product Subtotal	\$1,528.30	

CREATED 12/8/2022
 VALID THROUGH 2/6/2023
 Prepared By Brianna Light
 Quote Filename New Britain Township- Phase 1 - 22BL-761_R4.P1/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: Open Office							
2.1	CRT2H1B	Crate Divide 2 High 1 Bay	1		\$503.44	\$503.44	
				Black Powder Coat	BLK		
				Plastic Glide with Leveling Adjusters	STD		
2.2	CRT2H2B	Crate Divide 2 High 2 Bay	1		\$673.38	\$673.38	
				Black Powder Coat	BLK		
				Plastic Glide with Leveling Adjusters	STD		
2.3	CRT6CB	Crate Divide 6 Connector Bars for 2 High	1		\$421.08	\$421.08	
				Black Powder Coat	BLK		
2.4	CRTPOB	Crate Divide Ply Open Box	2		\$469.80	\$939.60	
				Clear Finish	CLR		
2.5	CRTPS	Crate Divide Ply Shelf	5		\$92.80	\$464.00	
				Clear Finish	CLR		
2.6	CRTSPT	Crate Divide Steel Planter Tray	2		\$210.54	\$421.08	
				Black Powder Coat	BLK		
2.7	ORI200	Orai 2 Seat Sofa	1		\$3,389.44	\$3,389.44	
				Customers Own Material	COM		
				PALLAS Haven Night Sky (10.25 yds needed per unit)	TOR		
				Black Powder Coat	BLK		
				Plastic Glides	STD		
				See COM guidelines below			
2.8	SUN203	Sunda Round Nesting Low Level Table, 23.75" dia x 13.5"h	1		\$484.30	\$484.30	
				Clear Finish	CF		
				Black Powder Coat	BL		
2.9	SUN204	Sunda Round Nesting Low Level Table, 15.75" dia x 14.75"h	1		\$324.80	\$324.80	
				Clear Finish	CF		
				Black Powder Coat	BL		
2.10	FMG203	Famiglia Mid Back with Wood Legs	2		\$1,568.62	\$3,137.24	
				Single Fabric Selection	01		
				Customers Own Material	COM		
				Pallas Haven Greyhound (2.75 yds needed per unit)	TOR		
				No Additional Stitch Detail	~		
				Clear Finish	CF		
				Plastic Glides	STD		
				See COM guidelines below			

CREATED 12/8/2022
 VALID THROUGH 2/6/2023
 Prepared By Brianna Light
 Quote Filename New Britain Township- Phase 1 - 22BL-761_R4.P1/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options	
2.11	AXLB16	Axyl Bench 2 Seat with Wood Shell	1		\$2,191.82	\$2,191.82		
		No Image Available		Black Powder Coat	BLK			
				Oak Veneer with Clear Finish	(CL)			
				Self-Leveling Glides	STD			
2.12	AXLD30SQ	Axyl Square Table, 30"w x 30"d x 29.25"h	1		\$630.46	\$630.46		
		No Image Available		White	WH			
				#38 Faced MDF Core Top	#38			
				Black Base	BK			
				Solid White	SW			
2.13	AXL02	Axyl Arm Chair	1		\$459.36	\$459.36		
		No Image Available		Black Shell	BL			
				Black Frame	BK			
				Plastic Glides	STD			
2.14	SQAOUS2740MF	Oubsy Task Chair with Multifunction Arms	6		\$614.92	\$3,689.52		
		No Image Available		Light Gray Frame	LG			
				Graphite Arm Pads and Base	.			
				.	.			
				Gray Self Supporting Mesh	GRMS			
				Customer's Own Material	COM			
				Pallas Textiles Ooh La Lana Charcoal (1 yd needed per unit)	COM			
				Hard Wheel Casters	HWC			
				See COM guidelines below				
2.15	CHPDSAE6630	Chemistry Plus HA 66" x 30" Dual Stage Electric Desk	6		\$887.98	\$5,327.88		
		No Image Available		Maple	MP			
				Black Powder Coat	BK			
2.16	CHP30LMAMW66	Chemistry Plus Stationary Leg Mounted 66" Modesty Panel w/Cable Tray	2		\$327.70	\$655.40		
		No Image Available		Maple	MP			
				Black Powder Coat	BK			
2.17	DQ-00710	Chemistry Plus 66"w, 30"d Desk Mounted HA Single Screen with Cable Tray	4		\$850.28	\$3,401.12		
		No Image Available		Grade A Fabric	GR A			
				Camira Era	ERA			
				Present	CSE13			
				White Screen Frame, Black Tray/Brackets	Finishes			
2.18	DQ-00711	Chemistry Plus 30"d Desk Mounted HA Single End Screen	3		\$560.28	\$1,680.84		
		No Image Available		Grade A Fabric	GR A			
				Camira Era	ERA			
				Present	CSE13			
				White Screen Frame, Black Tray/Brackets	Finishes			
2.19	US4WPST45	4 Way Linking Post with Adjustable Foot, 45"h	5		\$78.30	\$391.50		
		No Image Available		White Powder Coat	WI			
2.20	CHPDSACT66	Chemistry Plus 66" Desk Mounted Cable Tray	6		\$96.28	\$577.68		
		No Image Available		Black Powder Coat	BK			

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
2.21	FBABVCM	Vertical Cable Chain	6		\$75.40	\$452.40	
		Black Finish		BLK			
		No Image Available					
2.22	ADPSC	Above Table Power Includes: (2) outlets, (2) USB and 10' 3 Prong Plug Infeed	6		\$216.34	\$1,298.04	
		White		WH			
		No Image Available					
2.23	CHB4850	Chemistry Back to Back Starter Desk with Goal Post Legs, 48"w x 50"d	3		\$1,031.82	\$3,095.46	
		Maple		MP			
		Black Powder Coat		BK			
		No Image Available					
2.24	US1648	Desktop Screen with Standard Top Rail, 48"w	3		\$255.20	\$765.60	
		Grade A Fabric		GR A			
		Camira Era		ERA			
		Present		CSE13			
		White Powder Coat		WI			
		No Image Available					
2.25	CHFBKT2	Screen Attachment Brackets for Back to Back Desks	3		\$51.04	\$153.12	
		White Powder Coat		WI			
		No Image Available					
2.26	CHDCT48	48" Double Cable Tray	3		\$148.48	\$445.44	
		Black Powder Coat		BK			
		No Image Available					
2.27	CHCRD	Chemistry Double Cable Riser	3		\$163.56	\$490.68	
		Black Powder Coat		BK			
		No Image Available					
2.28	M2230-2DW	Box/Lateral Storage Unit, 30"w x 18"d x 22"h	6		\$1,115.92	\$6,695.52	
		White for Carcass/Body of Storage		WH			
		Maple for Door/Drawer Fronts of Storage		MP			
		White Pull		WI			
		No Image Available					
2.29	72HWINF84	72" Hardwire Infeed, 8 Wire 4 Circuit	1		\$117.74	\$117.74	
		No Image Available					
2.30	108HWINF84	108" Hardwire Infeed, 8 Wire 4 Circuit	1		\$151.38	\$151.38	
		No Image Available					
2.31	144HWINF84	144" Hardwire Infeed, 8 Wire 4 Circuit	1		\$185.60	\$185.60	
		No Image Available					

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
2.32	EK78SB8W4C	78"w Single Desk Electrical Kit	6		\$217.50	\$1,305.00	
							
2.33	EKEORDSB	End of Run Double Block	3		\$142.68	\$428.04	
							
2.34	FD29	29"H Framed Starter / End Frame	2		\$279.56	\$559.12	
		White Powder Coat		WH			
2.35	FD29A	29"H Framed Add On Frame	2		\$302.76	\$605.52	
		White Powder Coat		WH			
2.36	FDCB	Framed Connector Bars, 2x Per Pack	3		\$128.18	\$384.54	
		White Powder Coat		WH			
2.37	FDSUM29	PRIMARY BASE STORAGE - 2 Module High Cupboard with Shelf, 39.25"W x 15.75"D x 26.25" H	3		\$523.74	\$1,571.22	
		Maple Chassis		MP			
		Maple Doors		MP			
		White Pulls		WH			
Tag 1: Open Office						WorkGroup Product Subtotal	\$48,468.36

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: Office 1							
3.1	ASHDUO.8	Ashley Duo Module, 8'  Ashley Duo Module Color Cottonwood /TT	1		\$178.06	\$178.06	
3.2	KDA3630.H	Aristotle Rect Desk Shell,2 Full End Panels,36x30"  Laminate (Horizontal) Kensington Maple /LKM Laminate Base (Vertical) Kensington Maple /LBKM Back Panel Option 1/2 height back panel /2Q Grommet Option Grommet /G	1		\$488.36	\$488.36	
3.3	KMFSBT30.H	Aristotle Multi-File Cabinet,2 Box Drawers,Under Desk,30x19x28"  Laminate Base (Vertical) Kensington Maple /LBKM File Pull Rectangular silver pull (4) /RCP4 Key Option Key alike - 1 lock (Note room numbers on /KA order)	1		\$938.44	\$938.44	
3.4	KSW362472.H	Aristotle Storage & Wardrobe Tower,36x24x72"H  Laminate (Horizontal) Kensington Maple /LKM Laminate Base (Vertical) Kensington Maple /LBKM File Pull Rectangular silver pull (2) /RCP2 Lock Option With lock /L Key Option Key alike - 1 lock (Note room numbers on /KA order)	1		\$1,411.14	\$1,411.14	
3.5	TGBO.3EL30	Toggle Square Shoe Table,Triple Motor Electric Base Only,30"  Base Finish Black .BL	1		\$1,347.34	\$1,347.34	
3.6	KTELT3072TO.H-OB S22346058	*Modified-Aristotle Top only to be used with Toggle Electrical T-Leg,Open Back,30X72 Grommet Option NA NA Grommet Option 1 Left Corner Grommet *Modified Laminate (Horizontal) Kensington Maple /LKM Casegoods - Shape / size modification 29.5/47.5 x 71.5/29.5 x1h, Right Extended Corner Top only, curved cutaway, drilled for KI Toggle base TGBO.3EL30(not incl) *Modified Product Description SPQ 22-34609 *Modified Additional 17 working days lead-time is required Note: Lead-time Change	1		\$936.12	\$936.12	
3.7	UMODA60	Unite Frameless Modesty Panel,with Acrylic Insert,60x10"  Acrylic Insert Color Cloud Acrylic /ACD Attachment Color Black /BL	1		\$314.94	\$314.94	
3.8	KCSS7224.H	Aristotle Double Storage Door Credenza,72x24"  Laminate (Horizontal) Kensington Maple /LKM Laminate Base (Vertical) Kensington Maple /LBKM File Pull Rectangular silver pull (4) /RCP4 Key Option Key alike - 2 locks (Note room numbers on order) /KA	1		\$1,242.36	\$1,242.36	

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: Office 2							
4.1	ASHDUO.8	Ashley Duo Module, 8' Ashley Duo Module Color Cottonwood	1		\$178.06	\$178.06	
4.2	KDA3630.H	Aristotle Rect Desk Shell,2 Full End Panels,36x30" Laminate (Horizontal) Laminate Base (Vertical) Back Panel Option Grommet Option	1	Kensington Maple Kensington Maple 1/2 height back panel Grommet	/LKM /LBKM /2Q /G	\$488.36	\$488.36
4.3	KMFSBT30.H	Aristotle Multi-File Cabinet,2 Box Drawers,Under Desk,30x19x28" Laminate Base (Vertical) File Pull Key Option	1	Kensington Maple Rectangular silver pull (4) Key alike - 1 lock (Note room numbers on /KA order)	/LBKM /RCP4	\$938.44	\$938.44
4.4	KSW362472.H	Aristotle Storage & Wardrobe Tower,36x24x72"H Laminate (Horizontal) Laminate Base (Vertical) File Pull Lock Option Key Option	1	Kensington Maple Kensington Maple Rectangular silver pull (2) With lock Key alike - 1 lock (Note room numbers on /KA order)	/LKM /LBKM /RCP2 /L	\$1,411.14	\$1,411.14
4.5	TGBO.3EL30	Toggle Square Shoe Table,Triple Motor Electric Base Only,30" Base Finish	1	Black	.BL	\$1,347.34	\$1,347.34
4.6	KTELT3072TO.H-OB S22346058	*Modified-Aristotle Top only to be used with Toggle Electrical T-Leg,Open Back,30X72 Grommet Option Grommet Option Laminate (Horizontal) Casegoods - Shape / size modification Product Description	1	NA 1 Left Corner Grommet Kensington Maple 29.5/47.5 x 71.5/29.5 x1h, Right Extended Corner Top only, curved cutaway, drilled for KI Toggle base TGBO.3EL30(not incl) SPQ 22-34609 Additional 17 working days lead-time is required	NA *Modified /LKM *Modified *Modified Note: Lead-time Change	\$936.12	\$936.12
4.7	UMODA60	Unite Frameless Modesty Panel,with Acrylic Insert,60x10" Acrylic Insert Color Attachment Color	1	Cloud Acrylic Black	/ACD /BL	\$314.94	\$314.94
4.8	SQAOUS2740MF	Oubsy Task Chair with Multifunction Arms No Image Available	1	Light Gray Frame Graphite Arm Pads and Base Gray Self Supporting Mesh Customer's Own Material Pallas Textiles Ooh La Lana Charcoal (1 yd needed per unit) Hard Wheel Casters	LG . GRMS COM COM HWC	\$614.92	\$614.92

See COM guidelines below

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
4.9	ADL7	Ad Lib 4 Leg, Uph. Seat and Back	1		\$391.76	\$391.76	
		 Light Gray Seat and Back Frame LGFR . Single Fabric Selection 01 Customer's Own Material COM Pallas Textiles Haven Atlantic (1.2 yds needed per unit) COM Black EPPC Finish BK Plastic Glides ~					
		See COM guidelines below					
Tag 1: Office 2					WorkGroup Product Subtotal	\$6,621.08	

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: Office 3							
5.1	ASHDUO.8	Ashley Duo Module, 8' Ashley Duo Module Color Cottonwood /TT	1		\$178.06	\$178.06	
5.2	KDA3630.H	Aristotle Rect Desk Shell, 2 Full End Panels, 36x30" Laminate (Horizontal) Kensington Maple /LKM Laminate Base (Vertical) Kensington Maple /LBKM Back Panel Option 1/2 height back panel /2Q Grommet Option Grommet /G	1		\$488.36	\$488.36	
5.3	KMFSBT30.H	Aristotle Multi-File Cabinet, 2 Box Drawers, Under Desk, 30x19x28" Laminate Base (Vertical) Kensington Maple /LBKM File Pull Rectangular silver pull (4) /RCP4 Key Option Key alike - 1 lock (Note room numbers on /KA order)	1		\$938.44	\$938.44	
5.4	KSW362472.H	Aristotle Storage & Wardrobe Tower, 36x24x72"H Laminate (Horizontal) Kensington Maple /LKM Laminate Base (Vertical) Kensington Maple /LBKM File Pull Rectangular silver pull (2) /RCP2 Lock Option With lock /L Key Option Key alike - 1 lock (Note room numbers on /KA order)	1		\$1,411.14	\$1,411.14	
5.5	TGBO.3EL30	Toggle Square Shoe Table, Triple Motor Electric Base Only, 30" Base Finish Black .BL	1		\$1,347.34	\$1,347.34	
5.6	KTELT3072TO.H-OB S22346059	*Modified-Aristotle Top only to be used with Toggle Electrical T-Leg, Open Back, 30X72 Grommet Option NA NA Grommet Option 1 grommet in the right corner *Modified Laminate (Horizontal) Kensington Maple /LKM Casegoods - Shape / size modification 29.5/71.5 x 47.5/29.5 x1h, Left Extended Corner Top only, curved cutaway, drilled for KI Toggle base TGBO.3EL30(not incl) *Modified Product Description SPQ 22-34607 *Modified Additional 17 working days lead-time is required Note: Lead-time Change	1		\$936.12	\$936.12	
5.7	UMODA60	Unite Frameless Modesty Panel, with Acrylic Insert, 60x10" Acrylic Insert Color Cloud Acrylic /ACD Attachment Color Black /BL	1		\$314.94	\$314.94	
5.8	SQAOUS2740MF	Oubsy Task Chair with Multifunction Arms Light Gray Frame LG Graphite Arm Pads and Base . Gray Self Supporting Mesh GRMS Customer's Own Material COM Pallas Textiles Ooh La Lana Charcoal (1 yd needed per unit) COM Hard Wheel Casters HWC	1		\$614.92	\$614.92	

See COM guidelines below

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
5.9	ADL7	Ad Lib 4 Leg, Uph. Seat and Back	1		\$391.76	\$391.76	
		 Light Gray Seat and Back Frame LGFR . Single Fabric Selection 01 Customer's Own Material COM Pallas Textiles Haven Atlantic (1.2 yds needed per unit) COM Black EPPC Finish BK Plastic Glides ~					
		See COM guidelines below					
Tag 1: Office 3					WorkGroup Product Subtotal	\$6,621.08	

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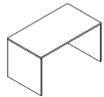
Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: Office 4							
6.1	ASHDUO.8	Ashley Duo Module, 8' Ashley Duo Module Color Cottonwood	1		\$178.06	\$178.06	
6.2	KDA3630.H	Aristotle Rect Desk Shell,2 Full End Panels,36x30" Laminate (Horizontal) Kensington Maple /LKM Laminate Base (Vertical) Kensington Maple /LBKM Back Panel Option 1/2 height back panel /2Q Grommet Option Grommet /G	1		\$488.36	\$488.36	
6.3	KMFSBT30.H	Aristotle Multi-File Cabinet,2 Box Drawers,Under Desk,30x19x28" Laminate Base (Vertical) Kensington Maple /LBKM File Pull Rectangular silver pull (4) /RCP4 Key Option Key alike - 1 lock (Note room numbers on /KA order)	1		\$938.44	\$938.44	
6.4	KSLF33020.H	Aristotle Lateral File,3 Drawer,Freestanding,30x20x44" Laminate (Horizontal) Kensington Maple /LKM Laminate Base (Vertical) Kensington Maple /LBKM File Pull Rectangular silver pull (3) /RCP3 Key Option Key alike - 2 locks (Note room numbers on order) /KA	1		\$1,397.80	\$1,397.80	
6.5	KSWF242472L.H	Aristotle Stor,Wardrobe & File Tower,Hinged Lt,24x24x72"H Laminate (Horizontal) Kensington Maple /LKM Laminate Base (Vertical) Kensington Maple /LBKM Lock Option With lock /L Key Option Key alike - 1 lock (Note room numbers on /KA order) File Pull Rectangular silver pull (1) /RCP	1		\$1,508.00	\$1,508.00	
6.6	TGBO.3EL30	Toggle Square Shoe Table,Triple Motor Electric Base Only,30" Base Finish Black .BL	1		\$1,347.34	\$1,347.34	
6.7	KTELT3072TO.H-OB S22346059	*Modified-Aristotle Top only to be used with Toggle Electrical T-Leg,Open Back,30X72 Grommet Option NA Grommet Option 1 grommet in the right corner *Modified Laminate (Horizontal) Kensington Maple /LKM Casegoods - Shape / size modification 29.5/71.5 x 47.5/29.5 x1h, Left Extended Corner Top only, curved cutaway, drilled for KI Toggle base TGBO.3EL30(not incl) *Modified Product Description SPQ 22-34607 *Modified Additional 17 working days lead-time is required Note: Lead-time Change	1		\$936.12	\$936.12	
6.8	UMODA60	Unite Frameless Modesty Panel,with Acrylic Insert,60x10" Acrylic Insert Color Cloud Acrylic /ACD Attachment Color Black /BL	1		\$314.94	\$314.94	

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
6.9	SQAOUS2740MF	Oubsy Task Chair with Multifunction Arms	1		\$614.92	\$614.92	
		 Light Gray Frame LG Graphite Arm Pads and Base . . Gray Self Supporting Mesh GRMS Customer's Own Material COM Pallas Textiles Ooh La Lana Charcoal (1 yd needed per unit) COM Hard Wheel Casters HWC					
		See COM guidelines below					
6.10	ADL7	Ad Lib 4 Leg, Uph. Seat and Back	1		\$391.76	\$391.76	
		 Light Gray Seat and Back Frame LGFR . Single Fabric Selection 01 Customer's Own Material COM Pallas Textiles Haven Atlantic (1.2 yds needed per unit) COM Black EPPC Finish BK Plastic Glides ~					
		See COM guidelines below					
Tag 1: Office 4					WorkGroup Product Subtotal	\$8,115.74	

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: Office 5							
7.1	AH3R36ABB-74P S22346060	*Modified-Athens Round Table,Adjustable Height,Black Column/Base,36"Dia,74P Edge	1		\$814.90	\$814.90	
		Column Finish	Black		/CBL		
		Base Finish	Black		/BL		
		Tables-Parts / Kits - Base Only	Base only		*Modified		
7.2	KRD364LTO S22346061	*Modified-Aristotle Meeting Table Round Worksurface,36"Dia	1		\$329.44	\$329.44	
		Laminate (Horizontal)	Kensington Maple		/LKM		
		Tables-Parts / Kits - Top Only	Top only 36"dia x1h, Round Meeting Top pre-drilled for Athens AH3R36ABB-74P base(not included)		*Modified		
		Product Description	SPQ 22-34610		*Modified		
			Additional 17 working days lead-time is required		Note: Lead-time Change		
7.3	ASHDUO.8	Ashley Duo Module, 8'	1		\$178.06	\$178.06	
		Ashley Duo Module Color	Cottonwood		/TT		
7.4	KDA5430.H	Aristotle Rect Desk Shell,2 Full End Panels,54x30"	1		\$557.96	\$557.96	
		Laminate (Horizontal)	Kensington Maple		/LKM		
		Laminate Base (Vertical)	Kensington Maple		/LBKM		
		Back Panel Option	1/2 height back panel		/2Q		
		Grommet Option	Grommet		/G		
7.5	KF2BF.H	Aristotle Full Ht Pedestal,Box/Box/File,15.5x19x28"	1		\$644.38	\$644.38	
		Laminate Base (Vertical)	Kensington Maple		/LBKM		
		File Pull	Rectangular silver pull (3)		/RCP3		
		Key Option	Key alike - 1 lock (Note room numbers on /KA order)				
7.6	KFRR6024.H	Aristotle Flush Return-Right,No Pedestal,60x24"	1		\$500.54	\$500.54	
		Laminate (Horizontal)	Kensington Maple		/LKM		
		Laminate Base (Vertical)	Kensington Maple		/LBKM		
7.7	KMFSBT30.H	Aristotle Multi-File Cabinet,2 Box Drawers,Under Desk,30x19x28"	1		\$938.44	\$938.44	
		Laminate Base (Vertical)	Kensington Maple		/LBKM		
		File Pull	Rectangular silver pull (4)		/RCP4		
		Key Option	Key alike - 1 lock (Note room numbers on /KA order)				
7.8	KSW362472.H	Aristotle Storage & Wardrobe Tower,36x24x72"H	1		\$1,411.14	\$1,411.14	
		Laminate (Horizontal)	Kensington Maple		/LKM		
		Laminate Base (Vertical)	Kensington Maple		/LBKM		
		File Pull	Rectangular silver pull (2)		/RCP2		
		Lock Option	With lock		/L		
		Key Option	Key alike - 1 lock (Note room numbers on /KA order)				
7.9	TGBO.3EL30	Toggle Square Shoe Table,Triple Motor Electric Base Only,30"	1		\$1,347.34	\$1,347.34	
		Base Finish	Black		.BL		

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
7.10	KTELT3072TO.H-OB S22346059	*Modified-Aristotle Top only to be used with Toggle Electrical T-Leg, Open Back, 30X72	1		\$936.12	\$936.12	
		Grommet Option		NA	NA		
		Grommet Option		1 grommet in the right corner	*Modified		
		Laminate (Horizontal)		Kensington Maple	/LKM		
		Casegoods - Shape / size modification		29.5/71.5 x 47.5/29.5 x1h, Left Extended Corner Top only, curved cutaway, drilled for KI Toggle base TGBO.3EL30(not incl)	*Modified		
		Product Description		SPQ 22-34607	*Modified		
				Additional 17 working days lead-time is required	Note: Lead-time Change		
7.11	UMODA60	Unite Frameless Modesty Panel, with Acrylic Insert, 60x10"	1		\$314.94	\$314.94	
		Acrylic Insert Color		Cloud Acrylic	/ACD		
		Attachment Color		Black	/BL		
7.12	SQAOUS2740MF	Oubsy Task Chair with Multifunction Arms	1		\$614.92	\$614.92	
				Light Gray Frame	LG		
				Graphite Arm Pads and Base	.		
				.	.		
				Gray Self Supporting Mesh	GRMS		
				Customer's Own Material	COM		
				Pallas Textiles Ooh La Lana Charcoal (1 yd needed per unit)	COM		
				Hard Wheel Casters	HWC		
				See COM guidelines below			
7.13	ADL7	Ad Lib 4 Leg, Uph. Seat and Back	2		\$391.76	\$783.52	
				Light Gray Seat and Back Frame	LGFR		
				.	.		
				Single Fabric Selection	01		
				Customer's Own Material	COM		
				Pallas Textiles Haven Atlantic (1.2 yds needed per unit)	COM		
				Black EPPC Finish	BK		
				Plastic Glides	~		
				See COM guidelines below			
Tag 1: Office 5						WorkGroup Product Subtotal	\$9,371.70

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: Office 6							
8.1	AH3R36ABB-74P S22346060	*Modified-Athens Round Table,Adjustable Height,Black Column/Base,36"Dia,74P Edge	1		\$814.90	\$814.90	
		Column Finish	Black		/CBL		
		Base Finish	Black		/BL		
		Tables-Parts / Kits - Base Only	Base only		*Modified		
8.2	KRD364LTO S22346061	*Modified-Aristotle Meeting Table Round Worksurface,36"Dia	1		\$329.44	\$329.44	
		Laminate (Horizontal)	Kensington Maple		/LKM		
		Tables-Parts / Kits - Top Only	Top only 36"dia x1h, Round Meeting Top pre-drilled for Athens AH3R36ABB-74P base(not included)		*Modified		
		Product Description	SPQ 22-34610		*Modified		
			Additional 17 working days lead-time is required		Note: Lead-time Change		
8.3	ASHDUO.8	Ashley Duo Module, 8'	1		\$178.06	\$178.06	
		Ashley Duo Module Color	Cottonwood		/TT		
8.4	KDA3630.H	Aristotle Rect Desk Shell,2 Full End Panels,36x30"	1		\$488.36	\$488.36	
		Laminate (Horizontal)	Kensington Maple		/LKM		
		Laminate Base (Vertical)	Kensington Maple		/LBKM		
		Back Panel Option	1/2 height back panel		/2Q		
		Grommet Option	Grommet		/G		
8.5	KMFSBT30.H	Aristotle Multi-File Cabinet,2 Box Drawers,Under Desk,30x19x28"	1		\$938.44	\$938.44	
		Laminate Base (Vertical)	Kensington Maple		/LBKM		
		File Pull	Rectangular silver pull (4)		/RCP4		
		Key Option	Key alike - 1 lock (Note room numbers on /KA order)				
8.6	KSW362472.H	Aristotle Storage & Wardrobe Tower,36x24x72"H	1		\$1,411.14	\$1,411.14	
		Laminate (Horizontal)	Kensington Maple		/LKM		
		Laminate Base (Vertical)	Kensington Maple		/LBKM		
		File Pull	Rectangular silver pull (2)		/RCP2		
		Lock Option	With lock		/L		
		Key Option	Key alike - 1 lock (Note room numbers on /KA order)				
8.7	TGBO.3EL30	Toggle Square Shoe Table,Triple Motor Electric Base Only,30"	1		\$1,347.34	\$1,347.34	
		Base Finish	Black		.BL		
8.8	KTELT3072TO.H-OB S22346058	*Modified-Aristotle Top only to be used with Toggle Electrical T-Leg,Open Back,30X72	1		\$936.12	\$936.12	
		Grommet Option	NA		NA		
		Grommet Option	1 Left Corner Grommet		*Modified		
		Laminate (Horizontal)	Kensington Maple		/LKM		
		Casegoods - Shape / size modification	29.5/47.5 x 71.5/29.5 x1h, Right Extended Corner Top only, curved cutaway, drilled for KI Toggle base TGBO.3EL30(not incl)		*Modified		
		Product Description	SPQ 22-34609		*Modified		
			Additional 17 working days lead-time is required		Note: Lead-time Change		
8.9	UMODA60	Unite Frameless Modesty Panel,with Acrylic Insert,60x10"	1		\$314.94	\$314.94	
		Acrylic Insert Color	Cloud Acrylic		/ACD		
		Attachment Color	Black		/BL		

QUOTATION

CREATED 12/8/2022
VALID THROUGH 2/6/2023
Prepared By Brianna Light
Quote Filename New Britain Township- Phase 1 - 22BL-761_R4.P1/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
8.10	SQAOUS2740MF	Oubsy Task Chair with Multifunction Arms	1		\$614.92	\$614.92	
		 Light Gray Frame LG Graphite Arm Pads and Base . . Gray Self Supporting Mesh GRMS Customer's Own Material COM Pallas Textiles Ooh La Lana Charcoal (1 yd needed per unit) COM Hard Wheel Casters HWC					
		See COM guidelines below					
8.11	ADL7	Ad Lib 4 Leg, Uph. Seat and Back	2		\$391.76	\$783.52	
		 Light Gray Seat and Back Frame LGFR . Single Fabric Selection 01 Customer's Own Material COM Pallas Textiles Haven Atlantic (1.2 yds needed per unit) COM Black EPPC Finish BK Plastic Glides ~					
		See COM guidelines below					
Tag 1: Office 6					WorkGroup Product Subtotal	\$8,157.18	

CREATED 12/8/2022
VALID THROUGH 2/6/2023
Prepared By Brianna Light
Quote Filename New Britain Township- Phase 1 - 22BL-761_R4.P1/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: Conference Room							
9.1	DQ-00680	PAILO 108 x 52 MEETING TABLE, NO POWER, MFC P69 EDGE, STD MTWK	1		\$4,042.60	\$4,042.60	
				Grade A Laminate with Plywood Edge	LAM33		
				White Laminate	WH		
				Solid Ash Legs with Clear Finish	CLA		
				Skipped Option	...		
9.2	CR2	Circo Conference Chair with Dynamic Yoke and Casters	8		\$691.08	\$5,528.64	
				Graphite Nylon Chair Frame	GR		
				Graphite Base	GR		
				Graphite Gas Lift	GRGL		
				Dynamic yoke, height adjustment and free-floating tilt	STD		
				Single Fabric Selection	01		
				Customer's Own Material	COM		
				Pallas Textiles Haven Atlantic (0.85 yds needed per unit)	COM		
				Standard Gray Mesh	SGMH		
				Black Twin Hard Wheel	BKH		
				See COM guidelines below			
Tag 1: Conference Room						WorkGroup Product Subtotal	\$9,571.24

Quote Summary

Product SubTotal: \$107,819.16
Installation: \$24,937.00
Allermuir Freight \$5,312.00
Pallas Freight to Allermuir \$200.00
Estimated Sales Tax: See Notes
Quote Total: \$138,268.16

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.
- This project contains non-standard items which are not returnable and not cancelable. The warranty on non-standard product that alters function is 1 year. The warranty on non-standard product that does not alter function, but only finish (i.e., paint or plastic color, laminate, grommet removal) matches that of the standard product. Modification to U.L. Listed products eliminates the listing. Product will not have U.L. Listing labels unless specifically spelled out on this quote.



Darren Phillips
Diversified Storage Solutions, Inc.
c: 215-264-0058
o: 610-239-5950
e: darren.phillips@diversifiedss.com
w: www.diversifiedss.com

To: New Britain Township Police Department
Attention: Matt West
Quotation Reference #: 22-12080
Submittal Date: 12/8/22
Contract Vehicle: PA COSTARS # 035-018

High Density Mobile Storage System

Storage Room

(1) Spacesaver Mechanical Assist Mobile Storage System:

22' 8" Wide, 7' 1 3/4" Deep, 78" High (including carriage profile)

(7) Double Faced Mobile Storage Carriages

U1 Units intended to store Township letter/legal sized file folders (units will accommodate banker boxes as well)

(2) Adjustable file dividers per opening

U2 Units intended to store Police Department banker boxes, Units have key locking doors and a waist high carriage lock.

U3 Units intended to store Police Department banker boxes.

U2/U3 Units will accommodate up to 180 banker boxes. Current on site banker box capacity: @100

Floor mounted system that will be able to be moved and relocated at a later date

Laminate End Panels

Locking pins on all carriage handles

Administration File Room

(2) Spacesaver U5 4 Post Shelving Units:

36" Wide, 36" Deep, 82 1/4" High

(6) Openings @ 12" centers

Unit is intended for Rolled plan storage

All shelving is adjustable on 1 1/2" increments

(1) Spacesaver U6 4 Post Shelving Unit:

36" Wide, 12" Deep, 82 1/4" High

(6) Openings @ 12" centers



Darren Phillips
Diversified Storage Solutions, Inc.
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o: 610-239-5950
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w: www.diversifiedss.com

(2) Spacesaver U7 4 Post Shelving Unit:

42" Wide, 12" Deep, 82 1/4" High

(6) Openings @ 12" centers

U6 & U7 Units intended for supply storage

Work Nook Casework

(1) Hamilton Casework Solutions Base Cabinet with Laminate Top and Top Mounted Sorter:

36" Wide, 2' 1" Deep, 7' 1" High

Base Cabinet includes one permanent bottom shelf, one adjustable shelf and hinged doors (no lock)

Top Mount Sorter Unit includes (3) Columns with (6) openings. Shelves are adjustable on 1" increments. Sorter unit is 12" deep.

Laminate Top to match room finishes

To include all product, freight, delivery, and Standard wage installation (unless noted) during normal Business Hours with access to elevator (if needed) stair carry not included. Per noted specifications for shelving and configuration. 50% Deposit required upon receipt of Purchase Order. All Applicable Taxes Included

Current Product lead time: 18 weeks. Lead times may change due to volatile raw material shortages

Total Project Investment-----\$ 61,293.45

Sincerely,
Darren Phillips
(Diversified Storage Solutions, Inc)



Darren Phillips
Diversified Storage Solutions, Inc.
c: 215-264-0058
o: 610-239-5950
e: darren.phillips@diversifiedss.com
w: www.diversifiedss.com

DSS Terms and Conditions of Sales, Service & Installation

Buyer's purchase of and Diversified Storage Solutions' delivery and installation of the product(s) set forth in the attached proposal are subject to each of the terms and conditions set forth herein.

1. Acceptance

If required by Buyer's accounts payable system, Buyer shall, within five (5) business days of the date of acceptance of the Proposal, deliver to Diversified Storage Solutions, Inc. ("DSS") one or more purchase order(s) with respect to all Products, which are the subject of the Proposal. DSS shall not be required to take any action on behalf of Buyer until DSS receives from Buyer all required purchase orders, signoffs, and Deposit(s) (defined below).

2. Deposit & Payment Terms

The proposed Product(s) are specifically designed and manufactured to the Buyers' unique requirements. For this reason, DSS requires a deposit ("Deposit") equal to one-half (50%) of the total amount stated in the Proposal and must be received within ten (10) calendar days of contract award. The Deposit shall be credited toward the total purchase price of the Product(s) covered in the Proposal. If a manufacturer of the Product(s) requires an additional deposit before fabrication or shipment of such Product(s), those additional charges shall be immediately payable by the Buyer. At the time of shipment of Product(s), the Buyer is responsible for an additional payment of (40%) of the Proposal total with only (10%) of the Proposal total allowed to be withheld until Final Installation is complete and Possession of Product is then taken by the Buyer.

3. Taxes

All prices quoted are exclusive of applicable state or local sales or usage tax and the Buyer is solely responsible for the payment of all applicable taxes. DSS is authorized to collect and remit sales tax only for sales delivered to customers in the states of Pennsylvania, West Virginia, and New Jersey and with respect to deliveries to other states; Buyer is solely responsible to pay any applicable taxes directly to the respective taxing authority. In the case where the Buyer is Tax Exempt, the Buyer must present the appropriate Tax-Exempt Certificates at the time of order submittal to DSS.

4. Freight & Handling

DSS includes in the Proposal to the Buyer, all Freight on Board (F.O.B.) and Handling Fees ("Freight") that are incurred from manufacturer(s) for the delivery of Product(s). If a "Change in Delivery" status should occur after the date of order submittal, and is not approved by, or the direct responsibility of DSS, the Buyer will be responsible for the additional cost and will have those cost directly billed to the Buyer by DSS.

5. Change Orders

Buyer must authorize, in writing, any changes to the Proposal irrespective of whether such changes constitute an additional cost to the Buyer. Buyer must select and approve all necessary finishes to ensure that the Product(s) will be delivered and installed in accordance with the delivery and installation dates provided by the manufacturer(s) of the Product(s). If the Buyer's written changes are approved, but after manufacturing of Product(s) has begun, the Buyer will be responsible for any fees imposed by the manufacturer for such changes and will be subject to any delay in shipping and delivery dates caused as a direct result from the Product(s) being changed.

6. Cancellations and Returns

Buyer may not cancel any part of a Proposal/Order without DSS's prior approval and written consent. Buyer hereby expressly acknowledges that, in accordance with the manufacturer(s)' published policy, upon the cancellation of all or any portion of the Proposal/Order, the Buyer may be liable to the manufacturer(s) of the Product(s) for cancellation or restocking fees which may total the full amount of the Proposal/Order. All cancellation requests must take place Fifteen (15) business days prior to the manufacturer(s) acknowledged ship date. No cancellation of Product(s) will be accepted after this time (Fifteen (15) business days prior to acknowledged ship date) has lapsed. After that time all Product(s) will be the sole responsibility of the Buyer to receive and be invoiced for full amount due of the Product(s) according to the agreed upon Proposal. IMPORTANT: Quick Ship Orders CANNOT be altered or canceled after being submitted to the manufacturer.



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Diversified Storage Solutions, Inc.
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o: 610-239-5950
e: darren.phillips@diversifiedss.com
w: www.diversifiedss.com

7. Delivery & Installation

Job Site Requirements - Buyer shall grant DSS access to the area where the Product(s) will be delivered and installed ("Job Site"). Prior to delivery of Product(s), the Buyer shall ensure, (i) the Job Site is clean and free of debris and obstructions, (ii) the Job Site meets all installation requirements, i.e., electrical, lighting, fire protection, floor load capacity and clearance codes that may be mandated by state and local counties, (iii) any licensing or permits required for Job Site installation from state and local counties are obtained and paid for by the Buyer and made available for display prior to the installation, and (iv) work of other contractors or Buyer's personnel will not interfere with or impede DSS's installation of the Product(s). Buyer shall provide at the Job Site, without any cost to DSS, electricity, lighting, heat, water, hoisting and/or elevator service that may be required, and adequate facilities for the offloading, staging, moving, and handling of Product(s). If the Buyer fails to fulfill the obligations set forth in the statements and elects to proceed with DSS's installation of Product(s), the Buyer expressly agrees to pay the full amount of any additional installation costs incurred, including repairs for any damage to the Job Site or the Product(s).

Labor and Working Hours - Delivery and installation of Product(s) will be during normal working hours, defined as Monday through Friday during the hours of 7AM to 3:30PM. Work to be performed is based on using NON-Union, bonded, and insured personnel, unless otherwise noted and approved by DSS and is planned as standard straight time. Buyer will pay additional labor costs resulting from any overtime work that is performed (work not during normal business hours), and not at the discretion of DSS, but at Buyer's request. If trade regulations applicable to the Job Site require the use of Union tradesman other than DSS's installation personnel, Buyer shall pay all additional labor costs as a result thereof. Any installation or servicing performed to the Product(s) must be performed by Certified, factory trained personnel, or void of warranty by the manufacturer may apply to the Product involved.

Noise and Debris - Use of loud tools, i.e., Hammer, Drills and/or Grinders, may be required for installation of Product(s). Buyer must take into consideration that this process may result in a certain level of noise and dust and the Buyer is responsible for notifying all parties that may be affected and take proper action, if any, to conform to such conditions that will not result in the impediment of the installation process in any way.

Finished Floor - Finished Floor covering for Raised Floor Decking, i.e., VCT, carpet tiles, rolled goods, etc., is not included in the Proposal unless such services are requested by the Buyer for DSS to provide. If requested by the Buyer, DSS will arrange the purchase and installation of the required Finished Flooring to complete only the Raised Floor Decking portion of the Product(s). All other area flooring within the architecture of the space will be the sole responsibility of the Buyer.

Fire Code Requirement - Fire Retardant Decking can be supplied by DSS, however every piece of decking may not be individually stamped. If individual stamping is required by building or local fire codes, the additional charges to do so will be the responsibility of the Buyer. It is also the Buyers responsibility to notify DSS of this condition prior to order placement.

Trash Removal - A dumpster for trash and packaging materials must be made available at no cost to DSS, unless trash removal arrangements have been agreed upon by DSS and the Buyer prior to the start of the installation or specified in the original proposal. Dumpster should be conveniently always located and easily accessible to DSS.

Damages - Upon the delivery of the Product(s) to the Job Site, Buyer hereby releases DSS from any costs, claims, damages, liabilities or charges arising from, or in connection with, any damage to the Product(s) or delays in shipment not solely caused by the gross negligence of any employee or contractor of DSS. DSS is not responsible for any damage to the Product(s) that occurs during shipment or installation performed by non-DSS personnel or contractors.

Insurance - DSS carries Public Liability, Worker's Compensation, Property Damage and Automotive Insurance and certifications will be delivered to Buyer upon request. Fire, Tornado, Flood, and other insurance at the Job Site will be provided and paid for by Buyer. DSS does not carry Professional Liability of EIFS insurance.



Darren Phillips
Diversified Storage Solutions, Inc.
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o: 610-239-5950
e: darren.phillips@diversifiedss.com
w: www.diversifiedss.com

Storage and Holding Terms - Provided the Product(s) does/do not arrive at the Job Site earlier than the date requested, Buyer will provide safe and adequate storage space. If the storage space provided is inconveniently located or on another floor or area than the Job Site, Buyer shall pay any additional labor charges incurred by DSS as a result thereof. If for any reason the Buyer is unable to receive Product to the Job Site on the agreed upon delivery date and the Buyer is unable to supply an adequate storage space for such Product, DSS may be able to offer alternative storage solutions for such Product, at Buyer's request. All additional cost that would incur concerning shipping and handling are the direct responsibility of the Buyer and will be invoice to the Buyer. Buyer will also be directly invoiced for Storage and Holding Fees of one and one-half (1 ½) percent on entire net order value, even if only partial Product storage is needed, for every fifteen (15) days the Product remains in storage through DSS. This storage charge is not pro-rated and will be enforced starting from day one (1) and will cover up until the end of day fifteen (15). If any Product is remaining, for any reason, after day fifteen (15) then an additional one and one half (1 ½) percent interest charge will be applied on the entire net order value for the next fifteen (15) days and so forth.

8. Invoicing

Within ten (10) days following Buyer's receipt of DSS's final invoice, Buyer shall pay the total amount listed on the final invoice unless DSS and Buyer have previously agreed in writing to different payment arrangements. If Buyer fails to pay the total amount listed on the final invoice within thirty (30) days, the Buyer agrees to pay a finance charge equal to one and one-half (1½) percent, per month, at the annual percentage rate of eighteen percent (18%) or the maximum rate permitted by applicable law, and those cost will be applied to the remaining unpaid balance each month until full and final monetary restitution is made. Any Product received prior to the installation date, either by the Buyer or DSS, will be considered "received goods" to the Buyer and can be invoiced to the Buyer. Only the "received goods" portion of the entire Proposal can be invoiced. In a case where the installation is not complete upon final invoicing and is due to the direct fault of DSS, a maximum hold-back of ten (10) percent is allowed by the Buyer without incurring interest charges or penalties, up until final installation resolution is completed and signed off by DSS. Payments made via credit card will be subject to a 3% convenience fee.

9. Assignment

Buyer may not assign all or any part of the Proposal without DSS's prior written consent.

10. Warranty

DSS will honor all Product(s) warranted against defects in materials and/or workmanship as stated by the terms defined by the manufacturer(s). A copy of the manufacturer(s) warranty for the Product(s) will be presented with final invoice to the Buyer. All or any of the Manufacturer(s) warranties will be made available immediately to the Buyer upon request. All labor supplied by DSS is warranted for a period of One (1) year from date of final invoice unless alternate arrangements have been made in writing and agreed upon by DSS to the Buyer. At the completion of the One (1) year period, DSS can supply additional coverage for Product(s) through an extended Service Contract issued by DSS to the Buyer at an additional cost. Service Contracts are non-transferable. Buyer can obtain more information for extended service contracts by calling DSS directly at 610-239-5950. Any abuse, misuse, unauthorized reconfiguration, or manipulation to any part of the Product(s) covered under warranty by DSS will result in a direct void of warranty and will no longer be the responsibility of DSS.



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c: 215-264-0058
o: 610-239-5950
e: darren.phillips@diversifiedss.com
w: www.diversifiedss.com

11. Governing Law

All disputes that may arise between the parties regarding the interpretation or application of this contract and the legal effect of the contract shall, to the exclusion of any court of law, be arbitrated and determined by a board of arbitrators, unless the parties can resolve the dispute by mutual agreement. Either party shall have the right to submit any dispute to arbitration thirty (30) days after the other parties have been notified as to the nature of the dispute. If the dispute goes to arbitration, each party shall select an arbitrator and the two arbitrators so selected shall jointly select a third arbitrator. The arbitration shall be governed by the rules of the American Arbitration Association. The statutes of the state of Pennsylvania shall govern the arbitration proceeding, and the proceeding shall be held in the city in that state where the principal office of seller is located. Anything to the contrary contained in the above mentioned rules and statues notwithstanding, the parties consent that any papers, notices, or process necessary or proper for the institution of continuance of, or relating to any arbitration proceeding, or for the confirmation of an award and entry of judgment on any award made, including appeals in connection with any judgment or award, may be served on each of the parties by registered mail addressed to the party at the principal office of the party, or by personal service on the party in or without the above mentioned state. The parties recognize and consent to the above-mentioned arbitration association's jurisdiction over each one of them.

12. Final Sign-Off and Hold Dimension Approval

Until the following documents are signed and submitted to DSS by the Buyer:

- DSS Terms & Conditions Agreement
- Drawing Hold Dimension Approval

DSS will only then submit the Buyer's Product(s) to the manufacturer(s) for production to begin. Buyer agrees to accept full responsibility for the accuracy of the Hold Dimensions according to the approved drawing signed-off and submitted by the Buyer. If any Product(s) manufactured according to the approved Hold Dimension specification cannot be installed due to inaccuracy of the approved Hold Dimensions, the Buyer agrees to take full responsibility for any cost associated with Product(s) modification or replacement. This cost could include, but not exclusive to, re-manufacturing and reinstallation of Product(s).

By signing below, we (Buyer) have reviewed the terms and conditions above and agree to be bound to them.

Proposal No.

Signature

Name

Title

Date