



Welcome, New Customer!

Thank you for choosing Gregory Electric! We try to be as transparent as possible in our standard operating procedures and billing methods, which are detailed below. If you have any questions please contact us at (970) 669-7609.

- Minimum Charge: 1 Hour (multiplied by number of technicians onsite)
- Standard shift is from 7:00 – 3:00, be aware that overtime rates may apply outside of these times.
- Technicians have standard electrical supplies on their vans, but they may not have every part to complete your job.
- Travel Charge: Travel is recorded by vehicle GPS, and charged to the customer for travel to your site. Offsite travel for parts is considered part of the same service call and is also included in the overall time. Customers outside of the standard service area may be charged for return travel back into the standard service area.
- Scheduling is on a first-come, first-served basis. The only certain time that can be scheduled is “first call”. The technicians’ shift begins at 7:00am, which means after travel they will arrive on your site sometime between 7:30 and 8:00 on the morning of the call. If you would like your call to be “first call” it must be specifically requested on scheduling. If you are not “first call” and would like to be called when the technician is on route this note can be added to the work order. Arrival times for calls later in the day are dependent on the duration of previous calls, and therefore no precise time can be announced or determined until the previous calls are completed. If previous calls have consumed your allotted amount of time, we can either proceed on overtime or reschedule.
- Our technicians do not perform pricing in the field.
- Gregory Electric participates in two forms of pricing; As-Per-Bid (“APB”) and Time-And-Material (“T&M”).
- If you would like a fixed price for work before proceeding then we ask that you call the main office and ask the Service Manager for an appointment to review the job and generate a quote. Please see the following pages for an example of a quote.
- A ballpark number spoken over the phone based on verbal descriptions alone is not a “quote” and is not binding on either Gregory Electric or the customer. If you ask for and get a ballpark number over the phone, remember that the person you spoke with didn’t see the job and therefore can’t possibly foresee any and all possible complications that may come to pass.
- Quotes are written lump sum bids for an entire scope of work that are not broken down into categories such as labor and material. For quoted work, the customer is charged the dollar amount on the quote. If the scope of work is unchanged, then the invoice amount remains unchanged, regardless of material used or call duration.
- Additional work requested after quoted work is complete will be executed on a T&M basis.
- We cannot quote troubleshooting work, because the problem (and thus, the solution) is unknown.
- We may elect not to quote what sounds like a very small job, as it is usually advantageous for the customer to get the work done on a T&M basis and pay solely for the work completed as opposed to also paying a safety margin for anything that might have gone wrong but didn’t.
- For standard T&M service work, the customer is invoiced for labor and material used. If an electrician is standing on your site on a T&M service call, the “meter is running” at all times, please be mindful of this.

Sincerely,
Gregory Electric, Inc.

A handwritten signature in black ink that reads "George Stolz". The signature is written in a cursive, flowing style.

George Stolz
Service Manager, VP

Proposal

Proposal ID: 46252

3317 North Lincoln Avenue
Loveland, CO 80538
www.gregoryelectricinc.com
CO EC #2987



Loveland (970) 669-7609
Ft. Collins (970) 224-3242
Fax (970) 663-7132
service@gregoryelectricinc.com

BILL TO Joe & Jane Doe	PHONE 970.555.5555	DATE 3/14/2019
BILLING STREET 1234 Main Street	JOB NAME Detached Structure Feeder & Panel	
BILLING CITY, STATE and ZIP CODE Loveland, CO 80538	JOB LOCATION (same)	
CONTACT (same)	EMAIL service@gregoryelectricinc.com	JOB PHONE (same)

We hereby submit specifications and estimates for:

- Furnish and install one 100A 120/240V feeder from existing panel in house, fished through unfinished basement to east exterior wall of house. Install a junction box on surface to transition from interior cable to underground wiring, routed through existing underground raceway to detached structure. Underground raceway assumed to be installed according to NEC requirements and serviceable for the purpose.
- Furnish and install one 2-pole 100A breaker in existing house panel to serve new feeder.
- Furnish and install one 24-space main-breaker interior load center in barn on existing raceway.
- Furnish and install grounding at structure as required by NEC.
- Furnish and install one TR GFCI receptacle below panel for general purpose use.

We Propose hereby to furnish material and labor - complete in accordance with above specifications and the conditions described on second page of this proposal, for the sum of: \$ 2,660.00

Payment to be made as follows:

Progress Billing Weekly / Balance Upon Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are covered by Workman's Compensation Insurance.

Authorized
Signature _____
George Stolz, Service Manager, VP

Note: This proposal may be
withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Print/Title _____

Service Department Standard Contract Terms, Policies and Procedures

I. STANDARD INCLUSIONS.

- A. Sales Tax per jobsite address.
- B. One year warranty on labor and material furnished by Gregory Electric Inc. as per Part XIII.

II. STANDARD EXCLUSIONS. (For deviations from these standard exclusions, please contact for revision to Scope of Work). Unless specifically noted in Scope of Work, this proposal excludes the following:

- A. Permit - Electrical, Sign, General Construction, Fire Alarm, or other.
- B. Surface Finishes: Patching, texture, paint or similar repairs to brick, stone, siding, drywall, and similar finishes.
- C. Repairs to landscaping, concrete, trees, vegetation, surface cover, driveways, sidewalks and similar.
- D. Disposal
 - 1. Of boxes, packing materials and the like generated in the execution of work.
 - 2. Of removed light fixtures, ballasts, and lamps.
 - 3. Of other removed equipment.
 - 4. Suitable location for waste shall be furnished by others on site.
- E. Trenching, backfill and compaction excluded unless specified in Scope of Work. If trenching is included in Scope, the following apply:
 - 1. Excludes compaction beyond wheel roll compaction.
 - 2. Excludes trenching through stone or rock.
 - 3. Excludes private systems as follows:
 - a. Repairs of any system not located in a standard public locate request.
 - b. Private locates of any system not located in a public locate request.(Informational Note: Examples of private systems include sprinkler water lines, sprinkler controls, privately owned gas, water, and power systems)
- F. Directional Boring. If specifically included in Scope, then (E) above applies.
- G. Scissor or boom lift.
- H. Work outside the hours of 7am-4pm.
- I. Performance Bond.
- J. Utility company charges, including disconnect / reconnect fees.
- K. EE stamped drawings / Fire Alarm Drawings / Ladder Diagrams / One-Line Schematics
- L. Low Voltage (0 - 120 Volt) including Control, Telephone, Data, Fire Alarm, CATV, CCTV, Sound, Paging, Security, Access, Card Reader - whether cabling, equipment or installation.
- M. Concrete cutting, removal, patching or core drilling.
- N. Roof patching, sealing, or related ancillary equipment.
- O. Lighting Fixtures
 - 1. Furnishing, or verifying suitability of furnished fixtures for the project.
 - 2. Excess of 1/2-hour labor of fixture assembly for fixtures furnished by others.
 - 3. Cleaning, rewiring, lamping or relamping
 - 4. Replacement of any existing / reused / relocated / reinstalled light fixtures
 - 5. Warranty labor or materials for fixtures furnished by others
 - 6. Warranty boom or scissor lift rental regardless of fixture supplier
- P. Access Panel Furnish or Installation
- Q. Emergency Radio Amplification testing, equipment or power
- R. Arc Flash / Arc Fault Study calculations, reports, labels, corrections
- S. Generator / UPS systems
- T. Davis-Bacon Wages / Prevailing wages.
- U. Submittals, Operation & Maintenance Materials, Owner Training, Coordination Meetings, Specifications, and similar administrative activities, electronically or otherwise.
- V. Temporary Power & Lighting
- W. Fire-stopping or draft-stopping materials and labor

III. TERMS OF PAYMENT.

- A. Proposal amount shall be collected in full at completion of Scope of Work, and will not be converted to a time-and-materials work order during or after execution of the Scope as declared.
 - B. Customer shall be billed weekly unless otherwise noted. Contractor, at its discretion, may require monthly progress payments for services requiring more than thirty (30) days to complete. Terms of payment are net 30 days from date of Contractor's invoice. Contractor shall have the right, among other remedies, either to terminate this Agreement or to suspend further performance under this Agreement and/or other agreements with Customer in the event Customer fails to make any payment when due.
 - C. Customer shall be liable for all expenses, including attorneys' fees, relating to the collection of past due amounts. If any payment owed to Contractor is not paid when due, it shall bear interest, at a rate to be determined by Contractor, which shall not exceed the maximum rate permitted by law, from the date on which it is due until it is paid. Contractor may preserve its interests in payment by enforcing any applicable mechanic's, construction or similar lien rights. Unconditional lien waivers will not be submitted to Customer until balance due is paid in full.
- IV. SITE ACCESS. Site access will be provided to complete scope of work. Delays due to locked gates, doors, scheduling errors shall be billed as a Change Order.
- V. MOBILIZATION. This proposal includes a limited amount of mobilizations that result in the most cost effective and efficient execution of the project. Any additional mobilizations, or additional trips requested by the customer will incur additional mobilization charges. Cancellations after 7am on the day work is to be performed may result in trip charges.

VI. ASSIGNMENT. This proposal is to the party listed and may not be assigned to a third party. Please contact for revision in the event the proposal needs to be reassigned. This agreement constitutes the entire agreement between parties. The party listed in the "Bill To" portion of the proposal is responsible for payment.

VII. PERFORMANCE. Gregory Electric Inc. agrees that where a written construction schedule is provided with the signing of this proposal and fails to comply with said schedule, Gregory Electric Inc. shall pay all overtime costs necessary to complete construction in a timely manner. If a written construction schedule is not provided with the signing of this proposal, Gregory Electric Inc. shall not pay for any overtime to complete project and any overtime required shall be considered an extra. Authorization shall be required according to CHANGES AND EXTRAS referred to below. Reasonable time shall be given to Gregory Electric Inc. to complete each phase of the electrical job.

VIII. MATERIALS AND EQUIPMENT. All material and equipment shall be as warranted by the manufacturer and will be installed in a manner consistent with standard practices at this time. It is agreed that title to all material required (for the purpose of this proposal) to remain the property of Gregory Electric Inc. until paid in full. It is understood that Gregory Electric Inc. shall have the authorization to enter upon owner/contractor property for the purpose of repossessing material and equipment whether or not installed without liability to owner/contractor for trespass or any other reason.

IX. CHANGE ORDERS. Any deviation, alteration or changes from this proposal will be executed only on receipt of written request and authorization. Said charges shall in no way affect or make void the proposal. Charges for changes or modification to this proposal will be based on the standard shop labor rate. This labor rate includes labor, labor benefits, supervision, overhead, warranty, and other cost. Material shall be charged at contractor's list price.

X. NATIONAL AND LOCAL CODES: Electrical installation shall meet the National Electrical Code adopted by the State of Colorado. Errors and/or omissions in design by the designer, architect and/or engineer are not the responsibility of Gregory Electric Inc. Any additional outlets, wiring, fixtures, equipment, etc. not indicated on plans and specifications that are required by Code or other (i.e., Inspectors) shall not be part of this proposal.

XI. FIXTURES AND EQUIPMENT SUPPLIED BY OTHERS. If applicable, price includes the installation of fixtures furnished by others provided fixtures are on jobsite at time of electrical trim out. Fixtures supplied by others shall be assembled, pre-whipped, and pre-lamped. Electrical Contractor shall not be responsible for fixtures and equipment supplied by others. Losses due to theft, damage, vandalism, etc. are not the responsibility of Gregory Electric Inc. Fixtures and equipment must be stored by others.

XII. TRENCHES FURNISHED BY OTHERS are to be 24" deep from grade to top of pipe, continuous, as straight as possible and conform to all requirements of trenches and raceways in the National Electric Code.

XIII. WARRANTY.

- A. Warranties shall apply exclusively to the electrical installation of the material, fixtures, equipment, and other items supplied by the electrical contractor.
- B. Warranty shall commence from the substantial completion date for a maximum period of one (1) year.
- C. Warranty or service will not be performed if any payments according to this proposal become past due including change orders.
- D. Warranty shall not apply to equipment on load side of premises wiring system.
- E. Three-phase equipment shall be bump-tested to verify rotation as applicable. Equipment furnished by others shall be plainly marked to permit performance of bump-test, and shall be capable of withstanding bump-test. Warranty does not cover equipment that is not plainly marked.
- F. LED Fixtures furnished by Gregory Electric Inc. will be warranted for one year in house. No guarantee of suitable manufacturer replacement components or fixtures expressed or implied after substantial date of completion due to the evolving nature of the technology. Manufacturer warranties extending beyond the one-year period shall be addressed directly to the manufacturer by customer.
- G. Warranty work will be executed at first available opportunity. On-Call requests will be billed at standard On-Call rates.