

**El Paso Leadership Academy  
RFP #2021-003 – Low Voltage Systems Contractor  
EXHIBIT D – Service Fee Proposal Form**

Ms. Emily Levario  
Chief Financial Officer  
[elvario@epleadershipacademy.org](mailto:elvario@epleadershipacademy.org)  
El Paso Leadership Academy  
1918 Texas Avenue  
El Paso, Texas 79901

**SUBJECT: El Paso Leadership Academy – Low Voltage Systems Contractor**

Ms. Levario,

We have carefully examined the Request for Proposals (RFP) and all available Exhibits and are fully informed to the intended scope of work identified for the El Paso Leadership Academy Project. The undersigned hereby proposes to furnish **Low Voltage Systems Contractor** as required for this Project.

**CONTACT INFORMATION**

Firm Name \_\_\_\_\_

Point of Contact \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

**ADDENDA**

We have received \_\_\_\_ Addenda prior to the submission of this Proposal.

**PROPOSAL**

Complete the table below and submit as your Service Fee. Refer to all the requirements of this RFP and associated Exhibits.

Materials	\$
Labor	\$
Insurance	\$
<b>Grand Total</b>	<b>\$</b>

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**NOTES**

1. Fee listed under each project phase shall be inclusive of all proposed team member’s fully burdened salary, firm overhead, and profit. Fees shall be considered “lump-sum” unless noted otherwise.
2. Grand Total Fee listed shall be inclusive of all work required, implied or reasonably inferable from the RFP and associated documents including, but not limited to:
  - a. Furnishing of insurance coverages
  - b. Provision or furnishing of documentation, materials, labor, supervision, services, and/or permits related to the Scope of Services.

We hereby propose to perform as the Low Voltage Systems Contractor defined herein for the amount listed above which includes all applicable Federal, State, and Local taxes required for the performance and completion of the work.

Sincerely,

Name and Title

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Signature

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Date

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