

March 29, 2017

Danny Lee
Buildings and Grounds
Madison County Board of Supervisors
3137 S. Liberty Street
Canton, MS 39046

Re: Work Assignment #3 – Professional Services for
Madison County Emergency Management Facility Roof Repair

Dear Mr. Lee:

This letter will serve as **Work Assignment #3** between the Madison County Board of Supervisors, and Neel-Schaffer, Inc (**Engineer**), for the roof repair to the Madison County Emergency Management Facility located at 1633 W. Peace Street, Canton, MS.

Neel-Schaffer proposes to provide Madison County Board of Supervisors a roof system assessment, roof repair/replacement design drawings and specifications for bidding and construction, and bidding and construction phase services in accordance with our **General Service Agreement**.

Fee, Schedule and Billing

Neel-Schaffer proposes to provide the services on a time-and-materials basis, per the approved rates as part of the **General Service Agreement** between the **Owner** and **Engineer** for a not-to-exceed fee of \$12,800.

Neel-Schaffer will bill you monthly as outlined in the **General Services Agreement**. Payment will be due within 30 days of the invoice date and is not dependent on any factor except our ability to provide services in accordance with generally accepted standards of our profession.

If additional services outside this scope of services, as identified above, are required (and authorized by you in writing) the cost will be based on the **General Services Agreement** rates.

Additional Services

If other engineering services are requested by the Client, not included in the above scope, these services will be considered additional services and will be provided (if authorized by you, in writing) based on the **General Services Agreement** rates.

General Terms and Conditions

These services will be provided in accordance with the General Terms and Conditions as provided in the **General Services Agreement**. This proposal (**Work Assignment #3**), and the General Services Agreement between the **Owner** and **Engineer**, represent the entire understanding between Madison County Board of Supervisors and Neel-Schaffer with respect to the services to be provided and may only be modified in writing by both parties.

If this **Work Assignment #3** is acceptable, please execute both originals and return one of them to us. We appreciate the opportunity to provide these services for you and look forward to working with you.

Sincerely,

NEEL-SCHAFFER, INC.



Robert Walker, P.E.
Sr. Vice President

ACCEPTED:

BY: _____

DATE: _____

