

Tenant Bulletin

TO: All Tenants

EFFECTIVE DATE: February 16, 2016

SUBJECT: Prevailing Hourly and Unit Price Billing Rates for Above-Lease Services

**Listed below are the prevailing Billing Rates for Hourly & Unit Price Work
EFFECTIVE for 2016.**

HOURLY RATES: *Please note these are **hourly per employee**, except where otherwise noted*

	<u>Straight time</u> (M-F 8am-6pm except holidays)	<u>Overtime</u> (All other times)
Janitorial Services	\$ 86.00	\$101.50
Handyperson Services	\$ 86.00	\$111.00
Engineering Support for (new) construction <i>(includes any required shutdowns)</i>	N/A	\$216.00
Engineering	\$101.00	\$122.00
Sprinkler Shutdowns** <i>(not per employee)</i>	\$119.00 (2-hr max.)	\$223.50 per hr
Fire Safety Director/Fire Guard	\$ 54.00	\$ 86.00
Fire Alarm Shutdown** <i>(not per employee)</i>	\$ 35.00 (2-hr max.)	\$ 40.00 per hr
Security Guard	\$ 44.00	\$ 66.50
Freight elevator	N/A	\$176.00 per hr/per elevator
Heating	N/A	\$175.00 per hr
Air Conditioning <i>(where applicable)</i>	N/A	\$160.00 per hr

The above hourly services must be ordered in 30-minute minimum amounts when contiguous with normal business hours (8AM – 6PM) and in 4-hr minimum amounts when ordered at all other times.

****Should requests for Sprinkler Shutdowns and Fire Alarm Shutdowns overlap between ST/OT hrs, the charge will be 1hr S/T and hourly on O/T**

UNIT PRICE RATES (each)

New or replacement photo ID cards, each (delivered to building on Tues. & Fri.)	\$20.00
Guest/Visitor Badge	\$10.00
Returned Photo ID cards	-\$10.00
Trash Bins	\$30.00
Disposal of fluorescent lamps (all types)	\$ 2.50
Disposal of computer monitor, CPU, mouse and keyboard	\$20.00
Mark Up on outside vendors	15%

All Service Requests should be submitted through Workspeed <https://trinity.workspeed.com>