



February 5, 2020

Board of Public Works & Safety
City of Lafayette
20 North 6th Street
Lafayette, IN 47901

Dear Board Members,

You have before you two contracts for Engineering Services with VS Engineering, Inc. These contracts will address two areas with drainage issues.

The first is for the intersection of Brady Lane and Concord Road. This area experiences localized flooding at a residence at the southwest corner of the intersection. VS will perform a drainage analysis and design recommendations for this area. Final Plans and Specifications along with project management are also included in this contract.

VS Engineering will perform these services in the not to exceed amount of \$45,900.00. This contract has been reviewed by the City Attorney and I recommend it for your approval.

The second contract with VS Engineering is for the Mulberry Drive Drainage Scoping Report. This area also experiences localized flooding from stormwater runoff that needs to be addressed. VS Engineering will perform a drainage analysis and design recommendation for this area.

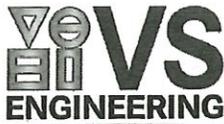
VS Engineering will perform these services in the not to exceed amount of \$9,500.00. This contract has been reviewed by the City Attorney and I recommend it for your approval.

Respectfully,

A handwritten signature in black ink, appearing to read "Brad W. Talley", is written over the printed name.

Brad W. Talley
Superintendent
Lafayette Renew





4275 North High School Road, Indianapolis, IN 46254

317.293.3542

www.vsengineering.com

AGREEMENT FOR ENGINEERING SERVICES

This Agreement is entered into as of this _____ day of _____, 2019, (hereinafter referred to as the "effective date of the Agreement"), by and between VS Engineering, Inc. hereinafter called the "CONSULTANT" located at 4275 N. High School Rd, Indianapolis, Indiana, 46254 and the Lafayette Board of Works, hereinafter called "Client," located at 20 N. 6th Street, Lafayette, IN 47901.

WITNESSETH

WHEREAS, the Client is authorized to make and enter into all contracts or agreements which it determines are necessary or incidental to the performance of its duties and to the execution of the purposes of and the powers granted by the State of Indiana; WHEREAS, in accordance with its procurement procedures, the Client has determined that it desires to hire the CONSULTANT to perform **Brady Lane Drainage Improvements** project, as set forth herein; and WHEREAS, the CONSULTANT desires to assist the Client as provided herein; NOW, THEREFORE, in consideration of the premises, the mutual covenants and agreements herein set forth, and the undertakings of each party to the other, the Client and the CONSULTANT, acting as aforesaid and each binding itself, its successors and assigns, do mutually covenant, promise and agree as follows:

I. SCOPE OF SERVICES

The CONSULTANT shall, in a professional manner, perform the services set forth in Exhibit A-1, attached to this Agreement.

II. COMPENSATION

- A. The CONSULTANT shall be compensated as set forth in Exhibit B, referencing hourly rates as shown in Exhibit C, for services rendered under this Agreement.
- B. The CONSULTANT shall promptly bill Client for all professional fees and expenses incurred on a monthly basis, and Client shall make payment in full to the CONSULTANT within 30 days of the date of each invoice.
- C. If the Client does not make payment in full to the CONSULTANT within 90 days of the date of an invoice, The CONSULTANT may suspend services upon 7 days written notice on the basis of non-performance on the part of the Client. When all payments due have been made, The CONSULTANT will continue its services.

III. PERIOD OF PERFORMANCE

The CONSULTANT agrees to commence performance of services hereunder upon receipt of a written "Notice to Proceed." Client recognizes that The CONSULTANT's work and the completion thereof may be conditioned upon Client's review of the CONSULTANT's work and/or the timely performance and completion of certain activities by Client. The CONSULTANT shall not be held liable for delays in performance of services hereunder that arise from causes beyond the CONSULTANT's reasonable control and without its fault or negligence.

IV. CLIENT RESPONSIBILITY

- A. Client shall identify and coordinate all services to be performed hereunder.
- B. Client will verify that the CONSULTANT has a complete understanding of the scope of services to be performed hereunder. Client shall provide the CONSULTANT, in a timely fashion, all information reasonably required for the performance of the services by the CONSULTANT to be performed hereunder.

- C. Client shall upon execution of the Agreement, designate **Brad Talley**, as coordinator of the project described herein and of the professional services to be performed under this Agreement.
- D. Client shall provide the CONSULTANT with reasonable access to the premises necessary for the performance of the services required under this Agreement.

V. INDEPENDENT CONTRACTOR

It is understood and agreed that the CONSULTANT shall provide services under this Agreement as an independent contractor and that during the performance of services under this Agreement, the CONSULTANT's employees shall not be considered employees of the Client.

VI. TERMINATION

It is hereby agreed that if either party should fail materially to fulfill its obligations under this Agreement, the other party may notify the breaching party of the intent to terminate the contract, in whole or in part, if the breach is not cured as provided in this Article. Such notice to the breaching party shall be given, in the manner required in Article XI of this Agreement, thirty (30) days prior to the effective date of the intended termination and shall identify the breach to be cured. The breaching party shall have thirty (30) days from receipt of the notice to cure the breach identified in the notice. The failure to cure the breach within thirty (30) days shall entitle the nonbreaching party to terminate the Agreement at the end of thirty (30) days. The Agreement may be terminated by the Client for convenience upon thirty (30) days written notice to CONSULTANT. The CONSULTANT shall use reasonable efforts to minimize fees and expenses upon giving or receiving notice of any intended termination. Client shall pay the CONSULTANT all fees and expenses accrued for services rendered up to the effective date of any termination.

VII. INSURANCE AND INDEMNIFICATION

The CONSULTANT shall at its own expense maintain in effect during the term of the Agreement the following insurance with limits as shown or greater:

- A. General Liability (including automobile) – combined single limit of \$2,000,000. The Client shall be named as Additional Insured and be given a 30 day notice of cancellation, non-renewal or significant change of coverage. CONSULTANT'S insurance shall be written on a "primary" basis and the Client's insurance program shall be in excess of all of CONSULTANT'S available coverage.
- B. Worker's Compensation – statutory limit. Workers Compensation shall include a Waiver of Subrogation endorsement in favor of the Client.
- C. Professional Liability for protection against claims arising out of the performance of professional services caused by negligent error, omission or act in the amount of \$2,000,000.
- D. The CONSULTANT shall provide Certificates of Insurances indicating the aforesaid coverage.
- E. CONSULTANT and Client each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives from and against liability for all claims, losses, damages or expenses caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses and damages or expenses are caused by the joint or concurrent negligence of the CONSULTANT and Client, they shall be borne by each party in proportion to its negligence.

VIII. CHANGES

Changes or amendments to this Agreement may be made only in writing signed by a duly authorized representative of each of the parties. Changes in scope of the project dictated by the Client and changing conditions of law or schedule delays or other events beyond the CONSULTANT's reasonable control will require contract price and/or date of performance revisions to reflect such

changes or delays.

IX. ASSIGNMENT AND DELEGATION

Neither party shall assign or delegate this Agreement or any right, duties or obligations hereunder to any person and/or entity without prior express written approval to the other.

X. TRADEMARK AND TRADE NAME

Notwithstanding any other provision of this Agreement, neither party shall have the right to use the trademark or trade name of the other without prior written approval of the other.

XI. NOTICES

All notices shall be in writing and be deemed to be given or made when delivered by hand or by regular U.S. mail as follows:

- A. Notices to the CONSULTANT shall be addressed to: Sanjay B. Patel, P.E., President, 4275 N. High School Rd, Indianapolis, Indiana, 46254.
- B. Notices to the Client shall be addressed to: **Brad Talley, Lafayette Renew Superintendent, 1700 Wabash Avenue, Lafayette, IN 47901.**

XII. GENERAL PROVISIONS

- A. Entire Agreement: This Agreement constitutes the entire agreement between the parties with respect to its subject matter and any prior agreements, understandings, or other matters, whether oral or written, are hereby merged into and made a part hereof, and are of no further force or effect. This agreement may be amended, changed, or supplemented only by written agreement executed by both of the parties hereto.
- B. Conflict: In the event of any conflict, ambiguity or inconsistency between this Agreement and any other document which may be annexed hereto, the terms of this Agreement shall govern.
- C. Waiver: No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of this agreement, or to exercise any option of election herein contained, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option or election, but the same shall continue and remain in full force and effect, and no waiver by any party of any one or more of its rights or remedies under this Agreement shall be deemed to be waiver of any prior or subsequent rights or remedy hereunder or at law. All remedies afforded in this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy available at law or in equity.
- D. Severability: If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the applications of such term or provisions of this Agreement shall be valid and enforced to the fullest extent permitted by law.
- E. Captions: Captions and paragraph headings are inserted only as a matter of convenience and in no way define, limit, or describe the scope or intent of this Agreement.
- F. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana.

XIII. ENGAGING IN ACTIVITIES WITH IRAN

By signing this Agreement, the CONSULTANT certifies that it is not engaged in investment activities in the country of Iran as forth in I.C.5-22-16.5.

XIV. NON-DISCRIMINATION The CONSULTANT agrees:

- A. That in the hiring of employees for the performance of work under this Agreement or any subagreement hereunder, no consultant, or subconsultant, nor any person acting on behalf of such consultant, or subconsultant, shall, by reason of race, religion, color, sex, national origin or ancestry, discriminate against any citizen of the State of Indiana who is qualified and available to perform the work to which the employment relates;
- B. That no consultant, subconsultant, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this Agreement on account of race, religion, color, sex, national origin or ancestry;
- C. That the Client may deduct from the amount payable to the CONSULTANT a penalty of Five Dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the Agreement;
- D. If there is a second or any subsequent violation of the terms or conditions of this section, then this Agreement may be cancelled or terminated by the Client and all money due or to become due hereunder will be forfeited.

XV. EMPLOYMENT ELIGIBILITY VERIFICATION

The CONSULTANT affirms it does not knowingly employ unauthorized aliens. The CONSULTANT shall enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program as defined in I.C. 22-5-1.7-3. The CONSULTANT is not required to participate should the E-Verify program cease to exist. The CONSULTANT shall not knowingly employ or contract with any unauthorized alien. The CONSULTANT shall not retain an employee or contract with a person whom the CONSULTANT learns is an unauthorized alien. The CONSULTANT shall require all of its subconsultants, who perform work under this Agreement to certify to the CONSULTANT that the subconsultant does not knowingly employ or contract with unauthorized aliens and that the subconsultant has enrolled and is participating in the E-Verify program. However, the subconsultant is not required to participate if the subconsultant is self-employed and does not employ any employees. The CONSULTANT agrees to maintain this certification requirement throughout the duration of the term of its contract with a subconsultant.

IN WITNESS WHEREOF, the parties by their duly authorized representatives have caused this agreement to be executed as of the date first written above.

Client:
CITY OF LAFAYETTE
Board of Public Works

CONSULTANT:
VS ENGINEERING, INC.

By: _____
Gary Henriott, President

By: _____
Sanjay B. Patel, P.E., President

(Date)

(Date)

By: _____
Norm Childress

By: _____
Andrew L. Bender, P.E., Vice President

(Date)

(Date)

By: _____
Amy Moulton

(Date)

By: _____
Cindy Murray

(Date)

By: _____
Ron Shriner

(Date)

EXHIBIT A-1
Scope of Services Summary

PROJECT DESCRIPTION

The CONSULTANT will provide the services of qualified engineers, surveyors and support personnel as necessary to complete the scope of basic services outlined herein. Improvements are desired to reduce the frequency of stormwater flooding for the **Brady Lane Drainage Improvements (PROJECT)**.

Based on the CONSULTANT's understanding of the Client's desired project approach and scope limitations, improvements are anticipated to consist of the following:

- A. The first location is located at the southwestern corner of the intersection of Brady Lane and Concord Road. The residence at the southwest corner of this intersection has flooding into the garage and adjoin house caused by street flow overtopping the curb and spilling down the driveway into their property. Improvements would include adjustment of the existing curb, connected sidewalk and drive approach, as well as evaluating the addition of storm drainage infrastructure to intercept flows and connect into an existing storm sewer trunk line located in Brady Lane.

SCOPE OF WORK

The CONSULTANT is pleased to present this proposal to the Client for drainage design and plan development.

- A. Complete field work and processing for topographic survey for both identified locations
- B. Identify desired improvements to protect existing infrastructure
- C. Develop final plans and project manuals for drainage and paving improvements
- D. Provide utility coordination and project management
- E. Soliciting Quotes for two separate projects

TOPOGRAPHICAL SURVEY

See Exhibits A-2 for the provide survey scope of work.

DRAINAGE ANALYSIS AND DESIGN RECOMMENDATION

- A. CONSULTANT shall evaluate design alternatives to the drainage problems of varying magnitudes and methods, including but not limited to a combination of improvements to paving and adjoining concrete curb, sidewalk and drive approaches, regrading of adjacent road right-of-way, and addition of stormwater infrastructure. CONSULTANT shall coordinate and discuss with Client during the evaluation to assist in identifying the most cost effective and feasible alternative. CONSULTANT shall prepare and submit a summary of the findings, accompanying cost comparisons, and recommendations for design.

FINAL PLANS AND SPECIFICATIONS

- A. CONSULTANT shall plan, coordinate, monitor and document detailed design activities.
- B. In accordance with the project's preliminary design task, the CONSULTANT shall perform a detailed design of the proposed PROJECT. As part of the detailed design phase, the CONSULTANT shall complete the plans to a point where a 90% Design Review may be held. Once all comments from the 90% Design Review meeting are addressed, final plans shall be completed. The following items may be included in the final plans:

Plan Document Items

- 1. Title Sheet

2. Index and General Notes
3. Traffic Maintenance Details
4. Plan and Profile Sheets
5. Detail Sheets
6. Construction Details
7. Grading Plan
8. Drainage Details
9. Erosion Control Plan and Details

Contract Documents

1. City of Lafayette standards and specifications shall be the basis of design and documents. CONSULTANT shall provide to the Client any supplemental technical specifications necessary to cover all design elements as well as identify project quantities and Pay Items to be used.
- C. CONSULTANT shall complete the necessary permitting to construct the project.
- D. CONSULTANT shall be responsible for all hydrologic and hydraulic calculations required to complete all applicable permits from regulatory agencies.
- E. CONSULTANT shall provide the Client with the estimates of probable construction costs of the PROJECT. CONSULTANT shall advise Client of any adjustments to the probable construction costs and provide design options, if any, to remain within the total project budget.
- F. Review of project documents shall be completed by Client or Client's representative. Comments shall be generated and resolved accordingly between the parties at each submittal stage.
- G. CONSULTANT shall deliver to Client the following items as final design documents that shall become the property of Client:
1. Two (2) sets of original As-Bid reproducible tracings of the contract plans including addenda on standard 11"x17" sheets
 2. Two (2) copies of the final contract documents.
 3. One (1) copy of final contract documents and contract plans in Adobe PDF format.

PROJECT MANAGEMENT AND UTILITY COORDINATION

- A. CONSULTANT will provide monthly updates to the Client. Updates can be coordinated to be provided prior to relevant Board of Works meetings.
- B. CONSULTANT to coordinate timely submittals and schedule face to face meetings with Client to discuss comments from submittal reviews.
- C. CONSULTANT shall be responsible for all coordination with utilities.
- D. CONSULTANT shall coordinate a minimum of one (1) meeting with utility companies before advertising for soliciting quotes occurs.
- E. CONSULTANT shall provide utilities with plans and specifications in sufficient detail that the utilities may relocate their facilities without conflicting with the PROJECT.

SOLICITING QUOTES

- A. CONSULTANT shall assist the Client in addressing bidder's questions for the two soliciting of

quotes for **Brady Lane Drainage Improvements and Mulberry Drive Drainage Improvements** and submit information for addenda with applicable design modifications prior to bid opening date. Client will distribute Notice to Bidders; distribute plans and complete bid collection and opening. Client will address bidder's questions and submit information for addenda (if needed). Client will discuss any design modifications with the CONSULTANT prior to finalizing said modifications.

- B. CONSULTANT shall assist the Client in review of quotes. A bid tabulation, evaluation, and recommendation for award shall be completed.

ADDITIONAL SERVICES

Services that may be required in the future for the project completion, but are not included in this scope of services, can be performed by The CONSULTANT upon execution of a supplemental agreement.

These services include:

1. Location Control Route Survey Plat
2. Wetland Delineation
3. Permitting (assumed Rule 5 is not required due to less than 1 acre of disturbed area)
4. Stakeholder Meetings and or Public Information Meeting
5. Location Control Route Survey Plat
6. Right of Way Engineering and acquisition services
7. Geotechnical Investigation and/or Pavement Coring
8. Construction Observation

SCHEDULE AND FEE SUMMARY

In consideration for the scope of services stated in Exhibit A-1 The CONSULTANT requests to be compensated on an Hourly basis Not to Exceed the below task amounts. Project schedules are provided below.

Brady Lane Drainage Improvements and Mulberry Drive Drainage Improvements

Description	Schedule	Amount
Survey-Brady Lane	60 days from NTP	\$5,800.00
Drainage Analysis and Design Recommendations (2 projects)	75 days from NTP	\$3,200.00
Final Plans and Specifications (2 projects)	120 days from NTP	\$10,500.00
Project Management and Utility Coordination	120 days from NTP	\$5,000.00
Soliciting Quotes Phase Services (2 quotes)	150 days from NTP	\$4,000.00
Total =		\$28,500

**VS ENGINEERING, INC. HOURLY
BILLING RATES**
Brady Lane Drainage Improvements
and
Mulberry Drive Drainage Improvements
City of Lafayette, Indiana

CLASSIFICATION	CURRENT BILLING RATE
Project Manager II	\$228.00
Project Manager I	\$173.00
Engineer III	\$149.00
Engineer II	\$128.00
Engineer I	\$114.00
Project Scientist II	\$128.00
Project Surveyor II	\$149.00
Survey Party Chief	\$105.00
Survey Technician II	\$95.00
Survey Technician I	\$75.00
CADD Technician II	\$98.00
CADD Technician I	\$74.00
Administrative Assistant	\$68.00
Project Principal	\$261.00

1/30/2019

EXPENSE	CURRENT RATE
Mileage	At Current IRS Rate
Subconsultants	At Cost
Direct Expenses	At Cost

Exhibit A-2



4275 North High School Road, Indianapolis, IN 46254
317.293.3542
www.vsengineering.com

SCOPE OF SERVICES

Date of Proposal: September 18, 2019
Project Description: Brady Lane and Concord Road Drainage Improvements
Lafayette, Indiana

VS ENGINEERING, INC. (VS) shall provide field surveying services for the above referenced project. VS shall furnish all labor, materials, and equipment to perform the surveying services described below for the fee identified in the attached Fee Justification (See Attachment No. 2).

Field Surveying Services

BASIC SERVICES

- A. VS shall survey the project location and provide one set of original field notes, all field survey data collected via electronic media, and one set of master drawings. VS shall obtain section corner, right-of-way, easement, and state plane coordinate information as necessary to satisfactorily complete the basic field survey services described herein within the project limits. This proposal does not include preparation of a Location Control Route Survey. VS work shall be in accordance with Indiana Code (I.C. 25-21.5); Indiana Administrative Code (865 I.A.C. 1-12); and the Design Manual, Indiana Department of Transportation, Part III, Location Surveys (Survey Manual), a copy of which is on file with INDOT. If there is any conflict between I.C. 25-21.5, 865 I.A.C. 1-12, or the Survey Manual, the order of precedence shall be:
1. I.C. 25-21.5,
 2. 865 I.A.C. 1-12, and
 3. Survey Manual
- B. Electronic files including the following shall be prepared and submitted by VS as directed by client:
1. Finished plan view of topographic survey in AutoCAD Civil 3D .dwg format
 2. 1-foot contours in AutoCAD Civil 3D .dwg format
 3. TIN used to create contours as derived from AutoCAD Civil 3D in .xml format
 4. Electronic points file(s) in .txt format.
 5. Survey Book in .pdf format.

- C. The signature, seal, and registration number of the land surveyor, registered in the State of Indiana, who was in responsible charge of the survey, shall be affixed to the survey book submitted. In addition, VS shall complete the field survey as summarized below and as directed by the Client. The project area to be field surveyed is described as follows:

Survey Limits (See Attachment No. 1)

Brady Lane

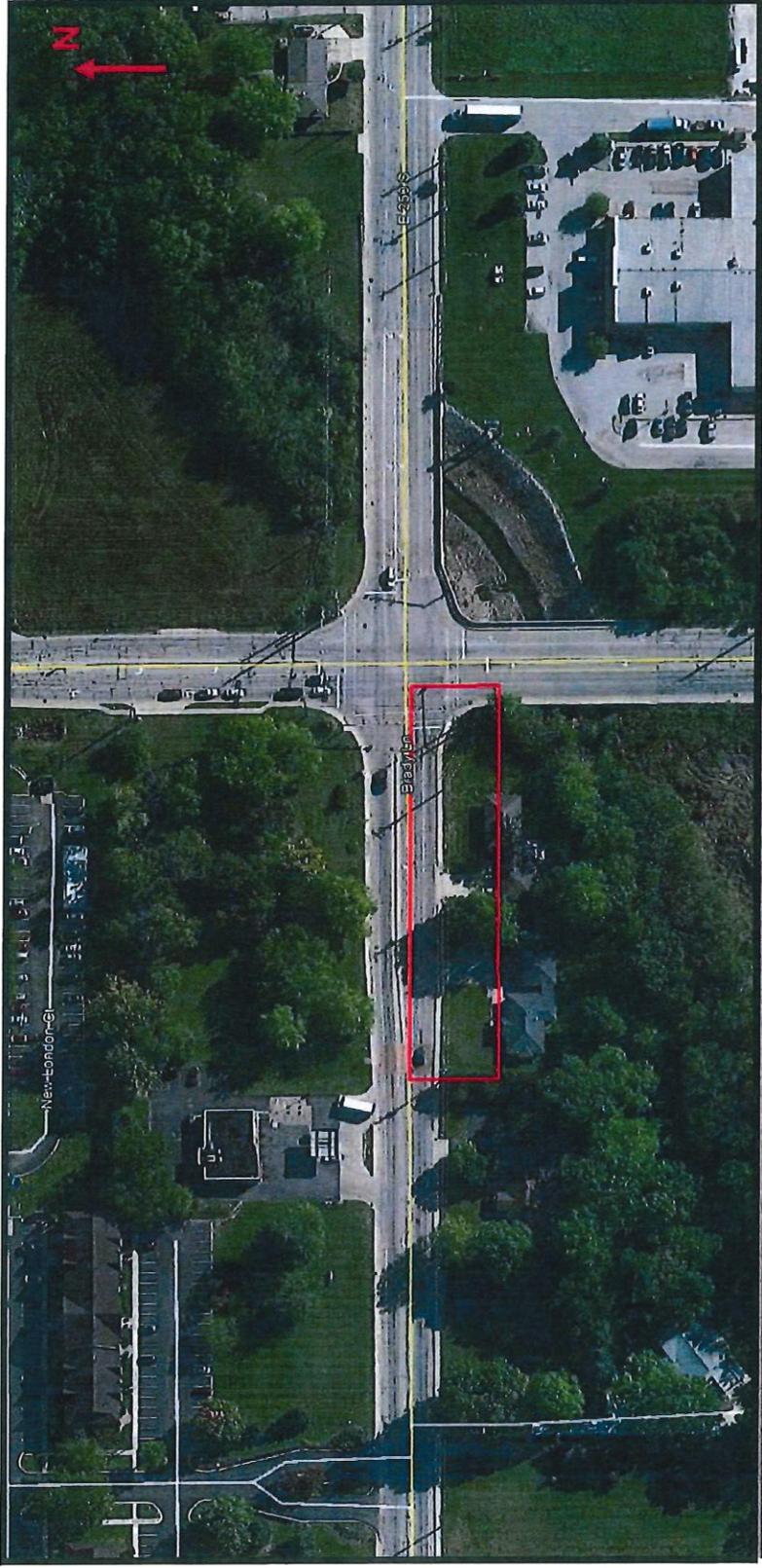
Beginning at the centerline of the southbound lane of Concord Road, survey west 350 feet. The width of survey on the south side of Brady Lane will be 75 feet from the centerline of the eastbound lane of Brady Lane.

Total survey includes 350 lineal feet roadway by the widths described above.

- D. Send out survey notices together to all property owners within the project area. All survey notices and questionnaires shall be approved by the client prior to distribution.
- E. Establish Primary Horizontal Control within the project limits such that the survey base line(s) can be re-established during construction. The Tippecanoe County Zone of the Indiana Geospatial Coordinate System will be used.
- F. Locate NGS, DNR or Tippecanoe County benchmarks and transfer elevation to the site via GPS.
- G. Coordinate with all utility companies to locate and mark their utilities in field. VS shall notify the utilities via the call before you dig notification system (Indiana Underground Plant Protection Service (I.U.P.P.S.)). VS shall verify that each utility has field located their facilities during the course of the design survey. The existing facilities located, at the time of the field survey, shall be incorporated into the design survey. In addition, VS shall provide listing of all utilities and all information available for that utility including address, and telephone number.
- H. Perform design survey in sufficient detail to obtain topographic data, buildings, walls, walks, signs, vaults, and natural and man made features, as evidenced by facilities at the ground surface and marks by others, necessary for the development of project plans, including all potentially affected trees, 6 inches in diameter and greater, identified by size, except in heavily wooded areas.
- I. Provide a listing of all symbols, notations and legends used in the field survey. VS shall furnish a hard copy together with all field survey information collected on electronic media. VS shall also prepare master drawings (1-foot contours) from data collected in topographic survey using Microstation and InRoads and shall submit a hard copy together with electronic format. VS shall delineate and label the location of all buildings, structures, fences, railings, signs, walls, walks, paved areas, curbs and other permanent structures and existing improvements. VS shall outline all building edges, insets and projections, and below grade structures such as vaults, basements, and areaways where applicable, as evidenced by facilities at the ground surface and marks by others.

Attachment No. 1

Page 1 of 1



Survey Limits – Brady Lane and Concord Road Drainage Improvements

VS ENGINEERING MAN-HOUR FEE JUSTIFICATION

ATTACHMENT NO. 2

PAGE 1 OF 1

**PROJECT: Brady Lane and Concord Road Drainage Improvements
Lafayette, IN**

9/18/2019

	ESTIMATED TIME			
	Project Surveyor II	Party Chief	Survey Tech II	Total
Engineering Survey				
Research				
Auditor / Assessor Maps				
Subdivision Plats				
Owners Names and Addresses				
Mailings		N/a		
Deeds				
Section Corner Ties				
Plans				
Surveys				
Utility Coordination				
Locate Tickets	1		1	
Follow - Up Verification		1		
Vertical Control				
Bench Level Circuit	2	4	4	
Horizontal Control				
Main Line Traverse	2	2	2	
Section Corner & Alignment Recon		N/a		
Topography / Elevations				
Topographic Data Collection	2	6	6	
Structure Details		2	2	
Route Survey & Field Book Preparation				
Alignment Calculation		N/a		
Property Line Determination				
Topography (CAD Drawing)	2		4	
Control Point References & TBM Descriptions		1	1	
Route Survey		Not Included		
Field Book	4		6	
Travel				
Travel Time		4	4	
Total Hours	13	20	30	63
Average Weighted Hourly Rate	\$ 131.23	\$ 89.59	\$ 67.58	
Total Salary Cost	\$ 1,705.99	\$ 1,791.80	\$ 2,027.40	\$ 5,525.19
Direct Cost (See below)				\$ 327.30
Total				\$ 5,852.49
Engineering Survey Fee				\$ 5,800.00

DIRECT COSTS	UNIT COST	QUANTITY	COST
Travel Mileage	\$0.38/mile	335	\$ 127.30
Lodging (Per Person / Day)	\$90/person		\$ -
Per Diem (Per Person / Day)	\$26/person		\$ -
Reproductions/Copies/Materials/Postage	LS	1	\$ 200.00
TOTAL			\$ 327.30