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COMPANY:	Billingsley Co.	JOB NAME:	IBP 6275 WPP Suite 450 Robert Half
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ATTN:	Tony Cummings	DATE:	01/19/2026

Thank you for allowing National TAB the opportunity to work with your team. We are excited to service your facilities from cradle to grave through commissioning for performance, test, adjust, and balance services, and facilities analysis. The following is our understanding of the scope of work and the associated cost. The test and balance portion of work is provided in adherence to NEBB testing and reporting requirements as well as National TAB enhanced reporting and testing practices.

The following pricing and general guidelines are based on a price per square foot. Client has the option to accept pricing as stated below or if desired each job can be specifically quoted based upon quantity of HVAC Assets and associated distribution systems.

Commissioning for Performance:

- *Design Review* of any preliminary or final designs by Billingsley team. Includes:
 - o Ensuring systems can be balanced properly and review of overall design intent.
 - o Ensuring good building & space pressure relationships.
 - o Verifying tenant airflow requirements meet or match the requirements of the shell space.
 - o Recommendations for apparatuses or modifications in shell design duct system that would allow for better phasing of tenant buildout while minimizing effect on existing clients.
 - o A quick duct design review to ensure no system effect or sizing that could restrict airflow that waste energy to overcome.
 - o Review that sequence of operation & controls sequence are aligned and can achieve owners’ expectations.
 - o Verifying the HVAC systems have the proper components (hardware, controls, etc.) that will allow us to adjust airflow to the engineer’s design intent and to be able to properly function per specified sequences.
 - o Review of hood ventilation designs and any possible areas that noise might be an issue. Will provide as much insight as we can based on the set of prints.

A report will be provided for the team to evaluate. This report will help the engineer of record & owner decide which recommendations to implement into the design prior to bid.

- *Phased Installation Review* for shell and tenant spaces. This phase will take place during site visits. The purpose is to review current installation practices and ensure it is being completed as required by Billingsley “Best Practices” and meeting design intent. Includes:
 - o Identifying issues and recommending modifications to each trade.
 - o Assisting the onsite team when they run into issues and documenting all their concerns prior to them performing the work. This information will be presented to the design team so a “Plan of Action” can be formed for the trades. We will be a key liaison between the site trades and the engineering team.

- Verifying that equipment is installed properly in a general sense. Trades are responsible for the install and to ensure meets code. Our purpose is to point out anything that is blatantly wrong.
- Providing any insight to the Billingsley team of progress or delays that could impact the overall schedule.

Weekly reports will be provided to the Billingsley team with an executive summary, site pictures, issues and resolutions, next action steps, and any outstanding issues that still need to be addressed.

- *Asset Functional Test* to ensure systems have been started up and are functioning so that further testing can be completed. All startup checkouts will be collected from trades as they are completed and submitted with our report. We will verify the functionality of the larger Assets and a random sampling (min 20%) of the smaller assets that are repeatedly duplicated in the space. This will include a top-level review on-site review of the controls, electrical, plumbing, and installation practices with each responsible trade that affect the functionality of the asset. A final check of proper location of controls apparatuses or sensors will ensure good temperature or pressure monitoring throughout the space.
- *Test & Balancing* (see below for detailed execution) We will continue our functional testing of some of the assets during the T&B phase since some assets may not be completely ready for testing. This requires some overlapping between functioning and balancing work performed.

Test & Balance (T&B) Performance:

All testing is performed per NEBB guideline & standards set forth by Billingsley.

- Pre-project Management (typically 4-week process for all new construction projects)
- Follow-up & Readiness Checklist
- On site coordination
- Balance completed per specification and design intent all assets
 - To include RTUs, VAVs, and Associated Air Devices
- Building & Pressure testing in previously determined areas
- Final calibration of controls & AHU systems with the assistance of controls contractor
- Sequence all assets into different modes of operation (i.e. Occupied /Un-Occupied, economize mode, etc.) to ensure no major effect on the building or space.
- Building's functional and witnessed test completed and signed
- Post Project Issue Resolution (when required)
- QSR (quality service report) – 100%
- Post Project document turnover

The Commissioning & Test & Balancing Price below is based upon a price per sq. ft as follows:

Total Test & Balancing = \$9,600.00

Parts & Terms

Any parts if required will be additional. However, no parts will be provided without initial approval unless National TAB, LLC has agreed with the client for a set fee to perform specific task. Lift rental to be additional if required if not provided by owner or GC. Work to be performed 1st shift only.

WE HEREBY PROPOSE to furnish labor complete in accordance with NATIONAL TAB specifications, for Payment in US Dollars to be made with the following: **Terms to be 1.5% 15, Net 30 from Invoice date. If job is performed by price/Sq. Ft invoicing will occur bimonthly.**

<p>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 in accordance to terms agreed upon.</p> <p>Client Signature: _____</p> <p>Client Date of Acceptance: _____</p>	<p>Authorized Signature/Title:</p> <p style="text-align: center;"><u>Joe Hertenstein / President</u></p> <p>Date: <u>01/19/2026</u></p>
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