**ATTACHMENT C**

**COST FORM**

**C001195 - OSC TRADE SHOW BOOTHS**

1. **PLANNING AND DRAFTING PHASE FEES**

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| 1. **Planning Services Hourly Rate:**

Provide your firm’s hourly rate for planning services necessary for the creation of a Work Plan, as described in Section A(1) of Attachment A to the Agreement (Planning Phase). The hourly rate must be all inclusive of incidental costs related to planning services.Note: this rate will also be used for future change orders, described below. | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Drafting Services Hourly Rate:**

Provide your firm’s hourly rate for drafting services for the creation of the Fabrication Plans, as described in Section A(2) of Attachment A to the Agreement (Drafting Phase). The hourly rate must be all inclusive of incidental costs related to drafting services.Note: this rate will also be used for future change orders, described below. | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Not-to-Exceed Costs:**

Provide a total not-to-exceed cost for the creation of a) the Work Plan, b) the OUF Booth Fabrication Plan, and c) the NYSLRS Booth Fabrication Plan.1. **Work Plan Not-to-Exceed Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **OUF Booth Fabrication Plan Not-to-Exceed Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **NYSLRS Booth Fabrication Plan Not-to-Exceed Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

OSC will compensate the Contractor for the actual number of hours spent for the creation of the Work Plan and Fabrication Plans, at the Planning and Design hourly rate entered in above, up to the not-to-exceed cost.  |

1. **FABRICATION PHASE FEES**

In the table below, provide an initial fabrication not-to-exceed costs for fixed 30ft x 10ft Booths that cannot be broken into smaller sections. The initial fabrication not-to-exceed costs must be inclusive of materials, labor, and all other considerations for the Booths’ fabrication.

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| **Booth Fabrication Not-to-Exceed Costs (REQUIRED)****30ft x 10ft Booths** |
| **OUF Booth** | **$** |
| **NYSLRS Booth**  | **$** |

If the Bidder is also able to fabricate 30’ x 10’ displays in a way that allows them to be broken down into smaller sections (e.g., 10ft x 10ft), each of which may be used independently from the others, provide not-to-exceed costs for that option below.

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| **Booth Fabrication Not-to-Exceed Costs (OPTIONAL)****30ft x 10ft Booth that Deconstructs into Smaller Sections** |
| **OUF Booth** | **$** |
| **NYSLRS Booth** | **$** |

Identify the percentage of the Booth fabrication cost that the Bidder requires OSC to pay in advance, if any. OSC will pay the Contractor any such deposit upon OSC’s acceptance of the Fabrication Plans.

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| --- | --- |
| **Booth Fabrication Deposit** | **%** |

1. **STORAGE FEE**

Per Section B(1) of Attachment A (Statement of Work), the Bidder selected for contract award must store OSC’s Booths when not in use. In the table below, provide a per quarter fee to store the Booths. The storage fee will begin upon OSC approval of the completed fabrication of the Booths. All pricing is inclusive of all labor, licenses, insurance, administration, overhead, and any other applicable expenses required to safely store the Booths.

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| **Storage Fee** |
| **30ft x 10ft OUF Booth** | **$** |
| **30ft x 10ft NYSLRS Booth** | **$** |

1. **TRANSPORT, SET-UP, AND BREAKDOWN FEE**

Per Section B(2) of Attachment A, the Bidder selected for contract award must transport OSC’s Booths to and from the selected Bidder’s storage facility to Trade Shows across New York State. OSC anticipates that it will attend up to five Trade Shows each year, including the New York State Fair in Syracuse New York.

1. **Set-up and Breakdown**

In the space below, provide a flat, all-inclusive rate to cover all services related to the inspection, loading, unloading, supervised set-up, and breakdown of the Booths for each Trade Show, other than the transportation fee discussed in Section 4(b) (Transport).

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|  **Set-up and Breakdown Fee** |
| For **one** 30ft x 10ft Booth | $ /per Trade Show |
| For **both** 30ft x 10ft Booths | $ /per Trade Show |

1. **Transport**

In the space below, provide a standard per mile rate for transport of the Booths from the Bidder’s storage facility to a Tradeshow location.

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| **Transport Fee** |
| For **one** 30ft x 10ft Booth | $ /per mile |
| For **both** 30ft x 10ft Booths | $ /per mile |

If the Bidder selected for contract award believes that it will require hotel or other special accommodation for its staff, the Bidder selected for contract award must provide OSC with sufficient advanced written notice of such need. OSC must authorize all such expenses in advance of Booth transportation. See Section III.E of the Agreement (Compensation) for more information.

1. **PRICING INFORMATION**

To aid in the Planning Phase, as described in Section A(1) of Attachment A to the Agreement, OSC requests that Bidders provide as much of the following information as possible:

* A description of options currently available for 30ft x 10ft Booths (e.g., inline, modular), and any associated pricing information.
* Bidder price lists, including pricing for Booth components, if available.
* Information pertaining to any discounts the Bidder may offer to OSC against its standard pricing.
* Any other pricing information relevant to this engagement.