



## Roof Maintenance and Leak Repair Agreement

Contractors wishing to be placed on a rotation list for roof maintenance and leak repairs must agree to the following terms.

1. **Man-hours will be paid at the rate of \$55.00 per man-hour.** A minimum of 2 hours will be paid on a service call. Travel time may be billed out at the rate of \$55.00 per man-hour plus \$.40 per mile, **if the job location is over 100 miles roundtrip.** Then the mileage over 100 miles is eligible for mileage reimbursement; i.e. if you travel 248 miles on a repair, then a 148 miles is eligible for mileage reimbursement.
2. Contractor agrees to respond to call within 24-hours unless other arrangements are made with DFCM at time of call. Contractor also agrees to contact DFCM when repairs have been made and inform them of cause of problem and repairs made.
3. Contractor agrees to perform repairs / maintenance in an efficient manner utilizing existing knowledge of conditions to provide a cost effective repair. Contractor will provide an accurate accounting of work performed & associated costs. Any inaccurate information given with the purpose of misleading the agent or DFCM will result in disqualification of future work & forfeiture of related repair costs.
4. Contractor agrees to contact site contact person at time of service call. Failure to make contact at time of service call may result in contractor being removed from rotation list. **Invoice will not be paid if site contact is not made.**
5. At any time roof maintenance work or leak repairs charges will exceed \$500.00, the contractor must contact DFCM for verbal authorization (**not the agency**) to proceed with work. **If prior authorization is not given any amount over \$500.00 will not be paid. Repairs over \$500.00 in cost will require before & after pictures to be submitted with the invoice.**
6. Contractor will meet DFCM on site if contractor is called back for same problem more than once. Contractor will not charge DFCM any additional money to correct the repair work without prior approval of DFCM.
7. Contractor agrees to perform maintenance work and leak repairs as recommended by the NRCA and in accordance with manufacturer system requirements. Contractors found making repairs that are non-compatible with existing conditions will be removed from rotation list.
8. All invoices will be itemized with the following information. **Invoices missing the information will not be paid.**
  - a. The DFCM-assigned repair number
  - b. Man-hours spent on repair & travel time if applicable
  - c. Materials used to make repair
  - d. Type of existing roofing system
  - e. Description of what caused the leak and what repairs were made
  - f. The contractor's professional opinion on the life expectancy of the roof repaired

Contractor agrees to abide by the above stated principals and conditions. Contractor understands that it is their responsibility to update / notify DFCM if there are any changes in previously submitted information pertaining to their company and construction practices. Contractor also understands that by agreeing to these terms is not a guarantee of work.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_