

Standard Terms and Conditions

The following terms and conditions cover only the loading, transportation, and unloading of those items identified for moving, installation, storage and/or other specified services. William B. Meyer, Inc.'s immediate and future services are offered subject to the following:

Section 1: The Work

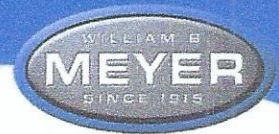
1. All work will be completed in a professional manner according to standard industry practices.
2. William B. Meyer, Inc. is due all monies as contracted unless termination of said contact is agreed to, in writing, by both parties.
3. Total charges apply only for quantities and/or services or any part thereof set forth in the proposal. William B. Meyer, Inc. reserves the right to make additional billings for delays that are not caused by William B. Meyer, Inc., its employees or agents. William B. Meyer, Inc. will make its best efforts to minimize the cost of any such delays.
4. Any alterations or deviations from specifications listed in this proposal that involve extra labor, equipment, or additional time will be agreed to by both parties and may result in an adjustment of the quoted price in the form of additional charges. Such charges will be due and payable in accordance with the terms of payment listed in this proposal.
5. At the time of the move, if the customer requests additional items to be moved or additional services, charges for such will be assessed at William B. Meyer, Inc.'s applicable rate schedule in effect at the time.
6. The contract will apply only when the following conditions exist at both origin(s) and destination(s) for the entire duration of the move(s):
 - a. There must be adequate light, heat, air and power.
 - b. William B. Meyer, Inc. must have the exclusive and uninterrupted use of the primary freight elevator.
 - c. Adequate loading and unloading areas must be made available and free of trash, construction equipment, other non-related furniture, or similar obstructions that would obstruct loading or unloading.
 - d. Construction, renovation, or decorating work must not be in such a state as to impede the move. This includes, but is not limited to, carpet laying, tiling, painting, and carpentry work.
 - e. The doors, agreed upon prior to execution of the contract, to be used for loading and unloading must be available.
7. All furniture shall be placed once at the destination(s) as directed by the customer or in accordance with the floor plans.
8. Cancellation, or any changes, must be made at least 24 hours prior to the move. Should a crew be dispatched due to the lack of notice, the customer will be charged according to the hourly rates and minimums in effect at the time.
9. The customer or their designate will be present at origin and destination during the actual move. Such personnel shall be authorized to make changes, should changes be necessary, during the actual move.

Section 2: Payment Terms

1. Payment is due upon submission of the invoice in accordance with the above stated terms. Accounts outstanding for more than 30 days will bear interest at the rate of 1 ½ percent per month (18% APR) on the unpaid balance. The customer agrees to pay all costs and expenses of collection, including attorney's fees, in the event of a breach of this paragraph by the customer.

Section 3: Insurance – Storage

1. The responsibility of the warehouseman, as bailee, is to exercise that degree of care which a reasonable careful person would exercise in regard to similar goods of his own. Accordingly, we assume no liability whatsoever for the loss or destruction or any damage to goods or property occasioned by fire, theft, water, leakage, shrinkage, breakage,



vermin, heat, cold, frost, chance of weather, or from inherent qualities of the goods from strikes, work stoppages, riot, civil commotion, accident, acts of God, or any other cause whatsoever, unless due to this company's negligence.

2. Claims will not be valid unless:
 - a. Noted in writing on the delivery ticket at time of delivery out of storage.
 - b. Payment is made in full prior to any settlement agreement of claims.
3. William B. Meyer, Inc. reserves the right of first refusal to make all repairs.
4. William B. Meyer, Inc. assumes no liability on articles packed or unpacked by anyone other than ourselves, nor does the company assume any liability for any concealed item, unless caused and accompanied by external damage.

Section 4: Insurance – Transit

1. Comprehensive liability insurance coverage is carried by William B. Meyer, Inc. for all items handled by us while performing a move and while under our complete and total control.
2. Items of value (i.e. electronic equipment, artwork, high-value furniture, etc.) exceeding \$1,000 per piece must be declared prior to being moved. Failure to provide this itemized list of high value items will limit our liability.
3. Claims will not be valid unless:
 - a. Presented in writing within five (5) working days after completion of the job.
 - b. Payment is made according to the terms of the proposal.
4. William B. Meyer, Inc. reserves the right of first refusal to make all repairs.
5. Should one or more items suffer breakage that is not settled per the valuation selection made below, twice the estimated repair cost may be withheld from the total payment due until the claim is resolved. Once resolved per the valuation selection, balance will be due.
6. William B. Meyer, Inc. assumes no liability on articles packed or unpacked by anyone other than ourselves, nor does the company assume any liability for any concealed item, unless caused and accompanied by external damage.

William B. Meyer, Inc. assumes liability for damages to all items handled by our personnel during the course of providing your moving and storage services. Our liability is limited to the sum of \$.60 per pound per item unless the owner has requested greater valuation at the agreed upon rate for Replacement Cost Valuation. Costs related to valuation selection are in addition to quoted prices.

Please select and initial your valuation choice. (If neither is elected, standard valuation will be included.)

- **Standard Valuation:** I hereby release my property at the declared value of \$.60 per pound per item at no additional charge per the terms and conditions of this contract. _____ (Initial)
- **Replacement Cost Valuation:** To ensure the highest quality of coverage for our clients, William B. Meyer, Inc. offers the option of purchasing premium insurance services at Baker International Insurance Agency for the insurance protection of office furniture, Industrial plants, warehouse, manufacturing equipment, electronics and other non-household goods during the relocation of your content and equipment. Standard Rates \$5.00 per \$1,000.00 of value. Insured value must be equal to 100% of replacement cost or coinsurance will apply. Minimum premium is \$150.00. To purchase insurance, contact our representative at 1(800)356-0099 from 9:00am to 5:00pm (Eastern Standard Time). Please reference William B. Meyer Commercial Moving or use the reference number 1999. Most policies are approved within 24 hours or less.

Acceptance – Signature Required Prior to Execution of Services

Elaine Braithwaite City Librarian Bridgetown Public Library
 Client's Name Title Company Name

[Signature] 11/3/21
 Signature Date



Statement of Work and Pricing for Services

Moving Services

Service	Unit	Description	Price
Transportation – Includes Truck and Driver, Helpers – Up to 6 Hrs. and Materials listed below	Per Meyer Truck	Truck Service- Remove and load book cartons from East Side Library and final delivery to Newfield Library	\$1,514.00

Scope of Services

Estimate of (300-350) book cartons (measuring 16" x 12" x 12") for pickup at East Side Library and final delivery to Newfield Library:

- Boxes are labeled and color coded by 4 separate collections
- Meyer staff is to keep the box sequence in order for delivery to final destination at Newfield Library
- Boxes are to be stacked neatly at Newfield Library; no shelving required

Origin Accessibility: Client is requested to reserve street parking for truck arrival at East Side Library the morning of the scheduled move date. There is no loading dock at Origin. Truck with liftgate is required. Hand carry of book cartons maybe required. From storage location, there are 18 steps, a landing, and another 5 steps to access the street. Boxes are to be palletized and shrink wrapped for transport to Destination.

Destination Accessibility: Parking onsite and possible loading dock access available to Meyer for delivery. Contact at Origin will follow the truck to Destination for directions on unload. Elevator access available at Destination. Books are to be delivered to the second floor of the building. Client to instruct on drop off area. Meyer staff must keep boxes in their original order, unloading from pallets and carting into the library for delivery.

Origin Address:
 East Side Library
 1174 East Main Street,
 Bridgeport, CT 06608

Destination Address:
 Newfield Library
 755 Central Avenue,
 Bridgeport, CT 06607

Materials included in flat rate of \$1,514 (12 pallets, 3 hand trucks, 2 rolls of shrink-wrap, walk boards)

All labor beyond 6 hours for intake and outbound will be billed based on rate schedule above. Portal to portal.

Rates assume all work done during normal business hours Monday – Friday 7 AM – 5 PM

Changes in Scope of Work can result in additional charges.