

IRN
THE REUSE NETWORK

IRN SURPLUS PROPERTY PROJECT SUMMARY AND PROPOSAL

September 28, 2018

IRN Project: 3725
Project Description: Dover HS Furniture Redistribution
Client: Dover Public Schools
Client Contact: Libby Simmons
Project Location(s): Dover, NH
Service Summary: IRN staff for project management and logistics coordination.
Post-project summary reports including destination and project-specific data.
Inventory Description: Mixed School Furnishings
Anticipated Destination: Local, domestic and international disaster & economic relief efforts

SERVICES AND DESCRIPTION

IRN's Charitable
Reuse Program

Project Administration

On-site management (including travel and expenses)
Identification and coordination with charitable outlets
Fulfillment of shipping and customs requirements
Tonnage tracking and reporting, project completion report

Labor

Labor to remove inventory from client premises
Labor to load trailers for U.S. or international shipment

Material Management and Transportation

Trailers and/or containers dispatched for domestic and/or international shipment
Domestic and international transportation
Recycling of any materials not suitable for reuse
Local storage, warehousing, and handling if/as required

Total Project Cost

\$38,926

Plus or Minus Adjustments

\$0

Total Project Cost After Adjustments

\$38,926

Project Logistics Fee (25% required for schedule confirmation) Waived

\$0

Balance on Project Completion

\$38,926

Please read and sign Page -2-

Initial Here _____

* This proposal is valid for 60 days from the date it is issued.

Project Proposal Page -2-

Project #: 3725
Description: Dover HS Furniture Redistribution
Cost Descriptions:

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- **Total Administrative Fees** are costs for IRN to carry out pre-project planning, arrange shipment details with transporters, provide onsite management if/as needed, coordinate shipment to non-profits, and report on all weights and items shipped.
- **Total Material Management and Transportation Fees** are costs associated with material movement, material handling arrangements, and transportation to outlet shipping points (sea terminals or trucking terminals).
- **Total Project Fees** are the total costs associated with the planned project. These fees do not include costs outside of our control or added costs incurred due to project changes, add-ons, or alterations (see below).
- **Total Project Cost** is the total sum of all fees and discounts.
- **Project Logistics Fee** is a 25% fee required by the IRN on all jobs that exceed \$5,000. Deposit payments must be received prior to any jobs being placed on the project schedule (before confirmation with movers, transporters, and charitable outlets).
- **Balance due after Logistics Fee** is the total sum of all costs, discounts, and deposits to be received.

Conditions:

The Proposed Price does not allow for: a) Any change in your proposed inventory; b) Any third party interference with IRN's performance; c) Delays caused by the client (or generator, if different); d) Changes from proposed move schedule; e) Change in or obstruction of present access at all locations; f) Any items moved from their location at the time of inventory; g) Acts of god or nature. IRN will invoice the client for cost overruns related to these conditions or occurrences.

Disposition of Client Surplus:

IRN is a conduit to nonprofit organizations. IRN does not take ownership of and does not sell or receive other compensation from recipients of clients' surplus property. One hundred percent of the surplus we accept for reuse is provided directly to nonprofit recipients for use in disaster relief or economic development programs. The nonprofit organization(s) assumes ownership of the client's surplus and liability for its subsequent use.

Terms:

- **Payment Terms:** 25% Logistics Fee required on projects over \$5,000 (unless waived). Balance of project to be invoiced upon completion and payable within 30 days.
- Interest of 18% APR will be applied to invoices past 30 days.
- **Cancellation Fees:** *Due to the nature of surplus project planning and the multiple parties and services involved, IRN will impose cancellation fees if a project is canceled by the client after IRN's proposal has been accepted, as follows:*

Time of Cancellation	Cancellation Fee	
Cancellation 10 or more business days prior to project start	25%	\$9,732
Cancellation 5 to 9 business days prior to project start	50%	\$19,463
Cancellation 2 to 5 business days prior to project start	75%	\$29,195
Cancellation 1 business day before project start, on start date, or after project start.	100%	\$38,926

Please sign and return acceptance of this quote and the Terms & Conditions by fax to (603-229-1960). Acceptance of this quote obligates the client to all payment terms stated above.

Client PO# :

Client Representative (Please Print)

Date

Client Signature

Dover High School Proposed Schedule		
DATE	TASK	
Saturday, September 29, 2018	Move items off the 3rd floor	
Monday, October 1, 2018	Move items off the 3rd floor, Recycle metal	
Tuesday, October 2, 2018	3rd floor turned over to PC Construction to start abatement in AM	
Friday, October 5, 2018	Load out 3 containers	
Monday, October 8, 2018	Move items off 2nd floor	
Tuesday, October 9, 2018	Move items off 2nd floor and turn 2nd floor over to PC Construction in	
Monday, October 15, 2018	Continue loading trailers and recycle metal	
Tuesday, October 16, 2018	Continue loading trailers and recycle metal	
Wednesday, October 17, 2018	Project Completed	

Dover HS Inventory

Category	Description	Composition		Count
Desks	Combo	Metal, Composite		1105
Desks	Teacher	Metal, Wood, Laminate		147
Desks	Student	Metal, Composite		53
Desks	Computer	Metal, Laminate		87
Desks	Reception	Wood, Laminate		1
Chairs	Student, non-stacking	Metal, Composite		530

Chairs	Stacking		Metal, Plastic		150
Stools	Student		Metal		20
Chairs	Tablet-Arm		Metal, Laminate		27
Chairs	Task		Metal, Fabric		136
Chairs	Guest		Wood, Metal, Fabric		384
Tables	Science		Wood, Composite		83
Tables	Shop		Metal, Wood		19

Tables	Activity. Rectangular	Metal, Laminate		239
Tables	Activity, Trapezoid	Metal, Laminate		25
Tables	Café	Metal, Laminate		48
Tables	Cafeteria, Folding, 30x54 (base when folded)	Metal, Laminate		32
Tables	Conference	Metal, Laminate		15
Tables	Folding	Metal, Laminate		38
Tables	Round	Metal, Laminate		17

Cabinets	File, 4DV	Metal		122
Cabinets	File, 2DV	Metal		12
Cabinets	Storage	Metal		79
Bookcases	Floorstanding	Wood, Metal		86
Carts	AV	Metal		29
Lecterns	Presentation	Metal, Wood		12
Credenzas	Storage	Wood, Metal, Laminate		11

IRN Reference list for recently completed K12 projects:

- Mt Abraham Union High School - Bristol, VT
Alden Harwood, Director of Facilities: 802-222-1040
Mike Kenyon: 802-222-1040
- Holbrook High/Middle School - Holbrook, MA
Patricia Lally, Superintendent: 781-767-1226
- Concord High School - Concord, NH
Matt Cashman, Director of Facilities: 603-219-4913
- Nonnewaug High School - Woodbury, CT
Scott Pellman, Owner's Project Manager, Colliers International: 203-584-1019
- Pittsfield High School - Pittsfield, MA
John Bona, Owner's Project Manager, Skanska USA: 857-275-7175
- Lunenburg High School – Lunenburg, MA
John Londa, District Facilities: 978-582-4100 Ext 206