

## Submittal Page to Request Inspections

- Copy of Letter of Awarded Contract stating Full Contract Price
- Signed and completed Request for Inspection Form
- Copy of Project Specification (Painting portion)
- Approved Product List

Please provide all the above items when Requesting Inspections

## REQUEST FOR AN ASSIGNMENT OF AN INSPECTOR

PROJECT NAME:

PROJECT ADDRESS:

### PAINTING CONTRACTOR

NAME:

ADDRESS:

CONTACT:

PHONE:

EMAIL:

### SPECIFYING AUTHORITY

NAME:

ADDRESS:

CONTACT:

PHONE:

EMAIL:

### GENERAL CONTRACTOR

NAME:

ADDRESS:

CONTACT:

PHONE:

EMAIL:

**OWNER/REP**

NAME:

ADDRESS:

CONTACT:  PHONE:

EMAIL:

**SPECIAL COMMENTS**

CONTRACT PRICE:  NEW:  REPAINT:

APPROX. START DATE:  APPROX. DATE OF COMPLETION:

The undersigned contractor or firm agrees to pay **M.P.D.A. Specification Services Inc.** a fee of 5% of the painting contract price shown above, as well as 5% of any applicable change orders (plus applicable taxes) for inspection services to be rendered by the inspection agency assigned. The contract price will be adjusted to reflect the total contract price at date of substantial performance. If the value of the contract is less than \$16,000.00 a minimum fee of \$800.00 will be charged. Out of town projects will incur additional travel costs. All project cancellations will be charged a minimum of 50% of the inspection fee; projects with a completion percentage greater than 51% will be charged 100% of the inspection fee.

Please note that an additional charge of \$100.00 per hour may be billed to the current Painting Contractor for extra/excessive final follow-up inspections. We also reserve the right to reject any inspection job.

PO #:  ACCOUNTING EMAIL:

BILLING NAME:

BILLING ADDRESS (IF DIFFERENT THAN THE ABOVE):

BY SIGNING BELOW, I AGREE TO THE TERMS AS STATED ABOVE

DATE:  SIGNED:

**TO BE COMPLETED BY MPDA OFFICE:**

ASSIGNED INSPECTOR:  FILE #:

PLEASE DIRECT INQUIRIES TO: ADMIN@MPDA.NET

