

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **Automotive Repair -Non-Warranty General Repairs & Parts**

Contract Period: **August 1, 2025, and July 31, 2026, w/ (2) 1-year options**

Original Date of Issue: 08/05/25

Date of Revision: 01/07/26

**BID No:** **RFB-RC-2025-059**

**Catalog:** **Automobiles and Vehicles**

Authorized Users: United States Agencies, Other States & Political Subdivisions Therein,  
Local Governments, School Districts & Non-Profit Agencies

Address Inquiries To:

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Title: Purchaser I  
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**Description**

**This contract is for Automotive Repair for Non-Warranty General Repairs & Parts**

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 25-059	0000023885	Congers Collision 180 No. Route 9W Congers, NY 10920 Contact: James DeStaso <a href="mailto:CCI180@optonline.net">CCI180@optonline.net</a>	845-589-0685    Fax: 845-589-0688

**COUNTY OF ROCKLAND  
DGS – PURCHASING DEPARTMENT  
BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD  
POMONA, NY 10970  
TELEPHONE NO.: 845-364-3820  
FAX NO.: 845-364-3809**

VENDOR: Congers Collision, Inc.

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
<b>SECTION 1 - CLASS 1 AND 2</b>						
1-1	<b>Labor Rate - Section 1-Class 1 and 2</b>	92847000089	300	HOUR	\$ 90.00	\$ 27,000.00
1-2	<b>NYS Inspection for Class 1 &amp; 2 as per current NYS rates and as amended, to be invoiced as services rendered</b>	92847000099	1	LOT	\$ 37.00	\$ 37.00
1-3	<b>PARTS MARK-UP Percent Mark-Up Not to exceed 20%</b> For third party new OEM equivalent parts and materials which may be purchased in conjunction with repairs other than base bid. (Bidder must enter 0 in appropriate column if there is no discount offered.) <b>Percent Mark-up shall be entered as a whole number EX:20% = 0.20</b>	92847000092	10000	PERCENT MARK-UP	10%	\$ 11,000
1-4	<b>PARTS MARK-UP Percent Mark-Up Not to exceed 20%</b> For any OEM part, Engine or Transmission that may be purchased in conjunction with repairs other than base bid. (Bidder must enter 0 in appropriate column if there is no discount offered.) <b>Percent Mark-up shall be entered as a whole number EX:20% = 0.20</b>	92847000097	10000	PERCENT MARK-UP	10%	\$ 11,000
<b>SECTION 1 - TOTAL FOR LINES 1-1 THROUGH 1-4</b>						\$ 49,037.00
	<b>SECTION 1 - BID INCLUDES PICK UP AND DELIVERY OF VEHICLES (If neither are marked or NO is marked - then the Mileage &amp; Time costs for the County to transport the vehicles will be added to each Section and used in determining lowest cost.)</b>		<b>YES</b>		<b>NO</b>	

<p style="text-align: center;"><b>COUNTY OF ROCKLAND</b>  <b>DGS – PURCHASING DEPARTMENT</b>  <b>BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD</b>  <b>POMONA, NY 10970</b>  <b>TELEPHONE NO.: 845-364-3820</b>  <b>FAX NO.: 845-364-3809</b></p>						
LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
<b>SECTION 2 - CLASS 3 THROUGH CLASS 6</b>						
2-1	<b>Labor Rate - Section 2 - Class 3 through Class 6</b>	92847000093	100	HOUR	\$ 125.00	\$ 12,500.00
2-2	<b>NYS Inspection for Class 3,4,5 and 6 as per current NYS rates and as amended to be invoiced as services rendered</b>	92847000100	1	LOT	\$ 42.00	\$ 42.00
2-3	<b>PARTS MARK-UP (Third Party)</b> <b>Percent Mark-Up Not to exceed 20%</b> For third party new OEM equivalent parts and materials which may be purchased in conjunction with repairs other than base bid. (Bidder must enter 0 in appropriate column if there is no discount offered.) <b>Percent Mark-up shall be entered as a whole number EX:20% = 0.20</b>	92847000096	8000	PERCENT MARK-UP	10%	\$ 8,800.00
2-4	<b>PARTS MARK-UP</b> <b>Percent Mark-Up Not to exceed 20%</b> For any OEM Parts, Engine or Transmission that may be purchased in conjunction with repairs other than base bid. (Bidder must enter 0 in appropriate column if there is no discount offered.) <b>Percent Mark-up shall be entered as a whole number EX:20% = 0.20</b>	92847000098	5000	PERCENT MARK-UP	10%	\$ 5,500.00
<b>SECTION 2 - TOTAL FOR LINES 2-1 THROUGH 2-4</b>						\$ 26,842.00
<b>SECTION 2 - BID INCLUDES PICK UP AND DELIVERY OF VEHICLES (If neither are marked or NO is marked - then the Mileage &amp; Time costs for the County to transport the vehicles will be added to each Section and used in determining lowest cost.)</b>			<b>YES</b>		<b>NO</b>	

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
<b>SECTION 3 - CLASS 1 AND 2 VEHICLES WITH WHEELCHAIR LIFTS</b>						
3-1	Labor Rate - Section 3 - Class 1 and 2 Vehicles with Wheelchair Lifts	92847000101	10	HOUR	\$ 125.00	\$ 1,250.00
3-2	NYS Inspection for Class 3, 4, 5 and 6 as per current NYS rates and as amended to be invoiced as services rendered	92847000102	1	LOT	\$47.00	\$47.00
3-3	<b>PARTS MARK-UP (Third Party)</b> <b>Percent Mark-Up Not to exceed 20%</b> For third party new OEM equivalent parts and materials which may be purchased in conjunction with repairs other than base bid. (Bidder must enter 0 in appropriate column if there is no discount offered.) <b>Percent Mark-up shall be entered as a whole number EX:20% = 0.20</b>	92847000103	2000	PERCENT MARK-UP	10%	\$2,200.00
3-4	<b>PARTS MARK-UP</b> <b>Percent Mark-Up Not to exceed 20%</b> For any OEM Parts, Engine or Transmission that may be purchased in conjunction with repairs other than base bid. (Bidder must enter 0 in appropriate column if there is no discount offered.) <b>Percent Mark-up shall be entered as a whole number EX:20% = 0.20</b>	92847000104	5000	PERCENT MARK-UP	10%	\$5,500.00
	<b>SECTION 3 - TOTAL FOR LINES 3-1 THROUGH 3-4</b>					\$ 8,997.00
	<b>SECTION 3 - BID INCLUDES PICK UP AND DELIVERY OF VEHICLES (If neither are marked or NO is marked - then the Mileage &amp; Time costs for the County to transport the vehicles will be added to each Section and used in determining lowest cost.)</b>			<b>YES</b>		<b>NO</b>

COUNTY OF ROCKLAND - DGS-PURCHASING  
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Repairs and Parts

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PURCHASES BY OTHER

LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non-Profit Agencies approved to participate in New York State’s Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and nonprofit agencies through our website: [www.rcpurchasing.com](http://www.rcpurchasing.com)
2. Any other political subdivision or Rockland County nonprofit agency will issue purchase orders directly to vendors within the specified contract period referencing the County’s contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County nonprofit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price in the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County nonprofit agencies authorized to use New York State’s contracts, if called upon to do so. A listing of approved Rockland County nonprofit agencies is available on the Purchasing Division’s website at [www.rcpurchasing.com](http://www.rcpurchasing.com). The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County’s specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County nonprofit agencies.

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## SPECIFICATIONS

**A Virtual Pre-Bid via Microsoft Teams will be hosted on May 8, 2025, at 11:00 A.M. - To Participate select the link below.**

**Microsoft Teams Meeting Link:** [CLICK HERE TO JOIN MEETING](#)

**Meeting ID: 219 492 654 757 6**  
**Passcode: cu9gu3gX**

### 1. SCOPE

- 1.1. The County of Rockland seeks a contract to provide non-warranty general automotive repairs, labor and parts for various County of Rockland vehicles as identified in the TRAA ID Guide (Attachment #1). The resulting contract is intended to supplement the County's own Vehicle Repair Facilities located in Pomona, New City and Orangeburg, New York. This solicitation is strictly for repairing vehicles and related repair parts. This bid does not include ordering parts for county use.
- 1.2. The bid proposal pages are in three Sections:
  - 1.2.1. Section 1 - Vehicle Class 1 and 2.
  - 1.2.2. Section 2 - Vehicle Class 3, 4, 5 and 6.
  - 1.2.3. Section 3 - Specialty Vehicles - Vehicle Class 1 and 2 for vehicles with wheelchair lifts.
- 1.3. This bid will be awarded to the lowest responsive and responsible bidder by Section in accordance with Rockland County Procurement Policy, Section 140-3.15(C) Multiple Source Contracting.
- 1.4. Bidders do not have to bid on all three (3) sections. They can bid on any combination thereof. However, Bidders shall submit pricing on all line items for each section Bidder is responding.
- 1.5. Bid responses (bid proposal pages) must indicate whether the bidder offers to pick up and deliver vehicles for all Sections.
- 1.6. Please note page 6 of this solicitation as it relates to all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non -Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s). All Bidders shall be on notice that as a condition of the award of a County contract for all three (3) sections, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non- profit agencies authorized to use New York State's contracts, if called upon to do so.

### 2. DISCOUNT/MARK-UP

- 2.1. Third party new OEM equivalent replacement parts and materials, with the exception of OEM parts, engines, and transmissions, are to be charged at vendor's cost-plus percentage markup as specified the bidder's response. **Percent mark-up not to exceed 20%**. Percent Mark-up is to be entered as a whole number **EX:20%= 0.20** on the proposal pages.
- 2.2. OEM parts, Engines and transmissions are to be charged at vendors cost plus percentage mark-up not to exceed 20%.

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- 2.3. Offers containing chain or multiple discounts may be considered non-responsive.
- 2.4. Any / All shipping charges (special handling, overnight, etc.) are to be invoiced to the County at cost. No mark-up allowed.

### 3. GENERAL REQUIREMENTS

- 3.1. The Vendor must be properly licensed in the State of New York for the maintenance, repair, and service of each type of motor vehicle covered by the specifications, as well as being a licensed Motor Vehicle New York State Department of Transportation inspection station for the classes of vehicles covered by this specification.
- 3.2. Bidders are to have an official State of New York vehicle emissions inspection station license and have licensed technicians.
- 3.3. All parts must be new OEM equivalent parts on classes 1-2 and 3-6 unless otherwise directed by a County representative to use OEM parts. All wheelchair lift parts shall be OEM parts for Section 3.
- 3.4. The vendor is to supply all labor, equipment, tools, and materials necessary to perform required vehicle maintenance.
- 3.5. The County of Rockland has established contracts for towing services and tires. The County will arrange for the towing of any county vehicle to the vendor's facility as needed. The County reserves the right to provide tires to the vendor for installation on county vehicles.
- 3.6. Inspections are to be charged at the current NYS inspection rate for the equipment being inspected with no markup.
- 3.7. Bidders are to have an experienced air conditioning technician and a technician with heavy duty and medium duty electrical and computer experience on staff as applicable for Section(s) being bid.
- 3.8. Bidders shall be required to use nationally recognized labor and time guides such as Chilton's, Motors, Mitchell, or All Data. Any straight time above four hours shall be approved, in writing, by an authorized Rockland County employee. The bidder's response is to indicate which Labor and time guide that will be used if awarded contract.
- 3.9. The awarded vendor must have access to a substantial inventory of parts for vehicles.
- 3.10. The vendor will be responsible and liable for damage to Rockland County vehicles or property caused by the fault and/or negligence of the vendor. This includes vehicles not being stored properly.
- 3.11. Vendor is to comply with Environmental Protection Agency (EPA) guidelines for the disposal of hazardous material. Bid response shall identify waste disposal process and provider.
- 3.12. All maintenance and repairs are to be completed to manufacturer specifications and meet OEM requirements.
- 3.13. If bidding on Section 3 - The Bidder shall have trained technicians for the types of wheelchair lifts installed on vehicles that service is being requested (ex. Recon, Braun or other), as detailed in the specifications. Bid response shall provide documentation of what wheelchair manufacturers they have trained technicians for.

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- 3.13.1. **NOTE:** At the current time, the County will not have any vehicles with wheelchair lifts to be serviced or repaired under this contract; however, the resulting contract may be used by other political subdivisions and non-profit agencies that operate vehicles with wheelchair lifts.
- 3.14. Payment – the successful bidder shall be paid for each repair authorized by the County of Rockland upon submission of properly executed invoices. The vendor shall use computerized billing software and invoices shall be submitted according to the requirements listed below:
- 3.14.1. Labor Charges – the invoice must list the type and description of repair and the number of person-hours worked. The contractor’s labor charges must correspond to the rates, supplied with their bid response. The bidder agrees and hereby certifies that all labor contained in the bid’s invoices shall be only those that were required and necessary to complete the required repair work.
- 3.14.1.1. Labor charges must comply with and be verifiable by means of a reputable manual such as Chilton’s, Mitchell’s, Motors, or All Data. Bidder must state on the invoice, which manual was used for calculating labor rates.
- 3.14.1.2. It is understood that vehicles over five (5) years old may require the use of real time hourly rates. When real time rates are used, this must be identified on their invoices with the reason for real time labor such as rusty bolts, etc.
- 3.14.2. Material Costs – the invoice must list specifically all parts, which the contractor has purchased from other sources, and the cost to him for each. The County of Rockland may require verification of these costs by copy of the invoice as submitted to the contractor for payment. The bidder agrees and hereby certifies that all parts and materials which he purchases shall be at the lowest price available at the time considering the prevailing conditions and circumstances for which it is required that the purchase be made. All parts must be new and of first quality.
- 3.14.3. Markup – The contractor shall add a fixed percentage above the described material charges not to exceed 20% for OEM Parts, engines & transmissions and not to exceed 20% for all other third-party parts to the invoice for payment. The percentage markup must correspond to the figures provided in the bidder’s response to this bid. The invoice must show the contractor’s cost and markup cost.
- 3.14.4. Additional Items – No other costs except those provided in the bidder’s response shall be evaluated, considered, or deemed acceptable charges by the County of Rockland.
- 3.15. All services and repairs must meet with the approval of the authorized County of Rockland representative.
- 3.16. To be eligible to respond to this bid the vendor should demonstrate that they have successfully completed services like those specified in the Scope/Specifications and are routinely engaged in performing such services and are properly and legally licensed (if required) to perform such work.
- 3.17. The County reserves the right to inspect the bidder’s facilities, equipment, personnel, and organization at any time to or to take any other action necessary to determine the bidder’s ability to perform. The Director of Purchasing reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.

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- 3.18. Bidders can offer to pick up and deliver vehicles at no charge to the County of Rockland. The bid response shall clearly indicate on the appropriate line of the pricing pages for each section a YES or NO if offering / not offering this service. If "NEITHER" is indicated or "NO" is selected, then the cost for the County to deliver and pick-up vehicles shall be used in the evaluation process using the Mileage and Time form individually for all Sections. If a vendor offers to pick up and deliver vehicles at no cost to the County - vehicles shall be picked up within 24 hours of contact and returned within 24 hours after completion of repairs.
- 3.19. Vendor must begin work on vehicles within 24 hours of receipt of vehicle. The authorized County representative is to be notified if the repair will take longer than the standard industry time for completion. All vehicles being repaired must be given priority status.
- 3.20. All repairs are to be completed at the vendor's facility. Repairs shall not be subcontracted without the prior approval of a County of Rockland representative.
- 3.21. All repair work must be guaranteed for ninety (90) days.
- 3.22. Bidder is to provide the names and addresses of five references near the County of Rockland providing the type of maintenance specified in the bid package.
- 3.23. The estimated labor rates and quantities listed are estimates only and may be more or less depending on the needs of the County of Rockland. Estimated quantities are based on the County of Rockland's needs and do not include purchases from other political subdivisions and non-profit agencies.
- 3.24. Bidder must have a vehicle lifting system to accommodate the class of vehicles included in these specifications. A vehicle lifting system shall be indoors and ceiling height shall be suitable so that vehicles can be inspected properly.
- 3.25. Bidders are required to repair multiple vehicles (1-3) at a time. Bidders shall be required to store all County of Rockland vehicles indoors or in a secured fenced yard if the vehicle remains on the bidder's property overnight. The facility shall have an alarm system and video recording system.
- 3.26. Successful bidders will be required to provide an afterhours telephone number for emergency requirements. Bid response shall provide emergency contact.

**4. EMERGENCY PURCHASES**

- 4.1. The County of Rockland reserves the right to purchase from other sources, those items which are required on an emergency basis and cannot be completed immediately from stock by the Contractor.
- 4.2. The County of Rockland may authorize the contractor to expedite delivery of critical parts (FOB Destination Prepaid and Add) through air freight, UPS or other, on an exception basis. The County will bear the cost of shipping. No markup allowed.

**5. OPTION TO EXTEND**

- 5.1. The County of Rockland and vendor, upon mutual agreement, may extend the period of this agreement up to 2 additional years in 1-year increments.

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**6. PRICE ADJUSTMENTS**

- 6.1. In the second and third year of this agreement, at the County of Rockland’s option, the Contractor may receive a Unit Daily Cost increase not to exceed the prevailing CPI. The decision of the County of Rockland is Final and Binding. At the option of the County of Rockland, this contract(s) may be extended for **two** additional one-year terms with the prevailing CPI increase.
- 6.2. CPI-U means the Consumer Price Index for U.S. City Average-Consumer Price Index for All Urban Consumers as published by the Bureau of Labor Statistics of the United States Department of Labor or a successor or substitute index, appropriately adjusted. The Final and Binding decision to extend or not extend this agreement shall rest with the County of Rockland.

**7. AWARD**

- 7.1. This bid will be awarded to the lowest responsive and responsible bidder as a whole or by Section in accordance with Rockland County Procurement Policy, Section 140-3.15(C) Multiple Source Contracting.
- 7.2. The County of Rockland reserves the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement, or an amount specified in the contracts.
- 7.3. The County reserves the right to take bids separately if the Director of Purchasing approves a finding that the supply or service available under the contract will not meet the nonrecurring special needs of the County of Rockland.
- 7.4. It is further understood and agreed to between the parties to the resulting contract that the County of Rockland will not be obligated to either purchase or pay for supplies and services covered by such contract unless and until they are ordered and delivered to the County of Rockland.
- 7.5. The County may complete the Mileage & Time Costs for each bidder's location listed for all Sections and it shall be added to each bid section total and used as part of the evaluation and award.
- 7.6. The County of Rockland shall entertain bids from authorized repair shops located within the geographic area defined as the New York/ New Jersey Metro Area . Preferably within a 15 mile radius of the main campus located at 50 Sanatorium Road Pomona Ny.10970

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**MILEAGE & TIME COSTS FOR SECTION 1 - CLASS 1 AND 2**

There are three major Rockland County Facilities which for the purposes of this bid shall be identified by the following location numbers:

1. Dr. Yeager Health Center, Pomona, NY
2. Rockland County Highway Department, New City, NY
3. Rockland County Sewer District # 1, Orangeburg, NY

The County will complete a mileage and time sheet for each bidder for the locations listed above to be used in the overall evaluation.

**MILEAGE**

<b>Est. Amt. of Trips</b>	<b>x</b>	<b>Miles from location</b>	<b>x</b>	<b>2 x .50/Mile</b>	<b>=</b>	<b>Mileage Cost</b>
1. 15	x	Miles from Pomona	x	2 x .50/Mile	=	_____
2. 15	x	Miles from New City	x	2 x .50/Mile	=	_____
3. 10	x	Miles from Orangeburg	x	2 x .50/Mile	=	_____
<b>Total Mileage Costs</b>						_____

**TIME**

<b>Est. Amt. of Trips</b>	<b>x</b>	<b>Time from location</b>	<b>x 2</b>	<b>x</b>	<b>Mechanics Wage/Hour</b>	<b>=</b>	<b>Time Cost</b>
1. 15	x	Time from Pomona	x 2	x	\$30/hour	=	_____
2. 15	x	Time from New City	x 2	x	\$30/hour	=	_____
3. 10	x	Time from Orangeburg	x 2	x	\$30/hour	=	_____
<b>Total Time Costs</b>							_____

**TOTAL MILEAGE & TIME COSTS**

\_\_\_\_\_

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**MILEAGE & TIME COSTS FOR SECTION 2 - CLASS 3 THROUGH 6**

There are three major Rockland County Facilities which for the purposes of this bid shall be identified by the following location numbers:

1. Dr. Yeager Health Center, Pomona, NY
2. Rockland County Highway Department, New City, NY
3. Rockland County Sewer District # 1, Orangeburg, NY

The County will complete a mileage and time sheet for each bidder for the locations listed above to be used in the overall evaluation.

**MILEAGE**

<b>Est. Amt. of Trips</b>	<b>x</b>	<b>Miles from location</b>	<b>x</b>	<b>2 x .50/Mile</b>	<b>=</b>	<b>Mileage Cost</b>
1. 15	x	Miles from Pomona	x	2 x .50/Mile	=	_____
2. 15	x	Miles from New City	x	2 x .50/Mile	=	_____
3. 10	x	Miles from Orangeburg	x	2 x .50/Mile	=	_____
<b>Total Mileage Costs</b>						_____

**TIME**

<b>Est. Amt. of Trips</b>	<b>x</b>	<b>Time from location</b>	<b>x 2</b>	<b>x</b>	<b>Mechanics Wage/Hour</b>	<b>=</b>	<b>Time Cost</b>
1. 15	x	Time from Pomona	x 2	x	\$30/hour	=	_____
2. 15	x	Time from New City	x 2	x	\$30/hour	=	_____
3. 10	x	Time from Orangeburg	x 2	x	\$30/hour	=	_____
<b>Total Time Costs</b>							_____

**TOTAL MILEAGE & TIME COSTS**

\_\_\_\_\_