



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF AWARD**

DATE:	May 21, 2025
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Carpentry Services
CONTRACT NUMBER:	2824B
COMMODITY CODE:	910.06
CONTRACT PERIOD:	May 16, 2025 through April 30, 2026
RENEWAL OPTIONS:	4 additional 1 year period through 2030
USER DEPARTMENT:	All County
Contact Name:	Brian Friedel
Phone Number:	804-229-7910
Email Address:	Fri059@henrico.gov
HENRICO COOPERATIVE TERMS INCLUDED:	YES
SUPPLIER: Name:	Mallory & Naumann General Contractors Inc.
Address:	P.O. Box 621
City, State:	Mechanicsville, VA 23111
Contact Name:	Ronald Naumann
Phone Number:	804-564-4116
Email address:	mnconstruction@comcast.net
ORACLE SUPPLIER NUMBER:	453816
BUSINESS CATEGORY:	SWAM, Small-Business
PAYMENT TERMS:	Net 30
DELIVERY:	As needed and requested
FOB:	County of Henrico
BUYER: Name:	Jonathan Gist, VCA
Title:	Procurement Analyst I
Phone:	804-501-5638
Email:	Gis002@henrico.gov

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

PRICE SCHEDULE – CONTRACT NO. 2824B

Item	Description	
1	Drywall Installer	\$ 100.00
2	Drywall Installer Helper	\$ 50.00
3	Drywall Finisher	\$ 100.00
4	Drywall Finisher Helper	\$ 50.00
7	Rough Carpenter	\$ 100.00
8	Finish Carpenter	\$ 100.00
9	Carpenter Apprentice	\$ 50.00
10	Drywall Installer (overtime)	\$ 150.00
11	Drywall Installer Helper (overtime)	\$ 51.00
12	Drywall Finisher (overtime)	\$ 150.00
13	Drywall Finisher Helper (overtime)	\$ 75.00
14	Rough Carpenter (overtime)	\$ 150.00
15	Finish Carpenter (overtime)	\$ 150.00
16	Carpenter Apprentice (overtime)	\$ 75.00

I. SCOPE OF WORK/SERVICES

A. Purpose.

The intent and purpose of this Invitation for Bid is to establish a term contract with a qualified supplier to furnish and provide Carpentry Services to the County of Henrico, Virginia (the “County”) Division of Recreation and Parks, as needed and requested in accordance with the enclosed general terms, conditions and specifications. The County reserves the right to award this contract to multiple Successful Bidder(s).

B. Historical Data.

Below demonstrates the historical purchase of Carpentry Services for the last fiscal year. This information is provided for informational purposes only with no guarantee to purchase a specific amount on the resultant contract from this solicitation.

Fiscal Year	FY 2025 - Present
Approximate Amount Spent:	\$ 27,525

C. Cooperative Procurement (County of Henrico only).

It is the intent of this solicitation and resultant contract to allow for cooperative procurement by public bodies and constitutional officers in the County of Henrico, Virginia. Accordingly, the County of Henrico, Virginia, the County School Board of the County of Henrico, Virginia, the Henrico Area Mental Health & Developmental Services Board, the Henrico County Economic Development Authority, the Henrico Sports & Entertainment Authority, the Henrico County Sheriff, and the Henrico County Commonwealth’s Attorney may access any resulting contract if authorized by the contractor. Moreover, any organization for which the County of Henrico, Virginia serves as fiscal agent may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the contractor, the resultant contract will be extended to the entities indicated above to purchase goods and services in accordance with the contract’s terms and conditions. As a separate contractual relationship, the participating entity will place its own orders directly with the contractor and must fully and independently administer its use of the contract to include contractual disputes, invoicing, and payments. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the contractor may modify the terms and conditions of the contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the contractor. One user will not be held liable for any costs or damages incurred by any other participating entity because of any authorization by the contractor to extend the contract. It is understood and agreed that no user is responsible for the acts or omissions of any other user. Use of this contract does not preclude any participating entity from using other contracts or competitive processes as needed.

D. General Requirements.

1. The Successful Bidder shall perform carpentry services including but not limited to:
 - a. Gypsum Board Installation: The Successful Bidder(s) shall

- i. Provide work conforming to published specifications and installation instructions of each manufacturer, the approved shop drawings, above-referenced quality assurance standards, the governing laws and code. Refer to drawings to determine location of fire -resistive, fire-protective, and acoustically rated work, and construct this work to conform to the specifications and installation instructions of UL or other testing agency (IES). Also refer to the drawings for individual task order, if applicable, to determine the number of layers of gypsum board, thickness of board, etc., for each of the installations.
 - ii. Erect gypsum drywall work, rigidly supported, and securely fastened in place, in such a manner that plumb, level, and true finished lines and surfaces will result in the finished work in accordance with the requirements of AST C 754 and AST C 840.
 - iii. Construct gypsum drywall work only after all windows and door openings are enclosed and a temperature of not less than 550f. is maintained during and up to completion of the drywall work.
- b. Boardwalk Decking: The Successful Bidder(s) shall
- i. Provide all temporary guying and bracing required to erect and hold the structure in proper alignment until all structural members are secured in place.
 - ii. Verify the requirements of other trades as to sleeves, hangers, anchor holes, etc. to be placed or set in the structural work
 - iii. All wood framing materials shall be southern pine, surfaced dry and used at 19% max. moisture content or equals. As follows:
 - 1) Stringers No.1
 - 2) All others No. 2
 - iv. All wood framing materials shall be treated in accordance with the requirements of AWWPA-C1 and C2. Treat members below decking as specified for members subject to marine borer exposure.
 - v. All nailing not otherwise indicated shall be in accordance with the BOCA building code current edition.
 - vi. Contractor to provide solid bridging for all stringers. Max. spacing shall be 8'-0" O.C. unless otherwise noted.
 - vii. Bolts connecting wood members shall be A.S.T.M. A-307 common steel bolts and shall be of the size indicated on the plans. Ogee washers shall be used under each bolt head and nut. Bolt head shall be facing out and nuts shall be under pier and docks.
 - viii. All steel shall be galvanized by the hot-dip process in accordance with the A.S.T.M. A-123 or A153 as applicable.
 - ix. Stringers to be spliced over pile caps only.
 - x. 1/8" spacing required between 2"x6" deck boards.
- c. Carpentry: The Successful Bidder(s) shall:
- i. Fabricate, erect, install and repair structures, structural members and fixtures made of wood, plywood, wallboard, and materials that take the place of wood, such as plastic, metals, composites, fiberglass and transite sheeting and Cemesto board.
 - ii. Layout, construct and install footings, floors, walls, roofs, doors, windows, stairways, etc.

- iii. Furnish and use all types of scaffolding, staging, etc., as necessary.
 - iv. Repair and replace doors, walls, ceilings, window frames, sashes, stairs, handrails, casework, etc.
 - v. Frame stud wall.
 - vi. Install sheet metal siding, vinyl siding, or lap cementitious siding.
 - vii. Repair and replace building structure, i.e., studs, joists, trusses, rafters, beams, etc.
 - viii. Modify existing, fabricate new or relocate existing wood framed room partitions, permanent or temporary in nature.
 - ix. Install interior and exterior trim and other related finish work, i.e., window and door trim, baseboard, chair rail, cornice, etc.
 - x. Install and maintain all types of hardware, i.e., window and door locks, hinges, etc.
 - xi. Install casework/cabinetry.
 - xii. Caulking, sealing, weatherproofing and all other protective barrier applications.
 - xiii. Ceiling and wall insulation replacement or addition.
2. All work under this contract shall be performed by a skilled carpenter and shall be of the highest quality.
 3. The Successful Bidder(s) shall comply with applicable Industry Standards for all work and materials.
 4. It is imperative the Successful Bidder(s) work with the County's authorized or designated representatives to coordinate carpentry services to County facilities as needed and requested.
 5. The County's authorized or designated representatives will contact the Successful Bidder(s) to request carpentry services as follows:
 - a. Non-Emergency services shall be provided within five business days after receiving the request for service. Successful Bidder(s)' estimator shall respond to the job site and be ready to provide a quote based on the hourly rates in the bid form for required services and repairs. The Successful Bidder(s) shall provide the County's authorized or designated representatives with a list of materials for the required services and repairs so that the County can obtain necessary materials. Non-critical repairs or replacements may be completed as time permits as mutually agreed by the County's authorized or designated representatives and the Successful Bidder(s).
 - b. Successful Bidder(s) shall provide a non-binding estimate/proposal/quote for the work, based on the contracted rates, requested by the County's authorized or designated representatives responsible for the specified project.
 6. The Successful Bidder(s) is required to possess a Class A Contractor's Business License for this contract.
 7. Bids received with a minimum charge stipulation will be considered non-responsive.
 8. The Successful Bidder(s) shall be responsible for obtaining all permits for the completion of the required work. The Successful Bidder(s) may be reimbursed the fees of the necessary

permits by including the itemized fees on a separate line of an invoice for the required work.

9. The Successful Bidder(s) shall not subcontract any work without prior written approval from the County's authorized or designated representatives. All work shall be performed by the Successful Bidder(s) and their direct payroll personnel if prior approval has not been authorized for subcontract work.
10. The Successful Bidder(s) electricians performing services under this Contract are required to be licensed through DPOR. The Successful Bidders shall be responsible for providing the appropriate types and skill levels of personnel required to accomplish the necessary work. Bidders shall include in their bid response, a list of licensed electricians capable of performing the requirements of this Contract along with copies of their license. The Successful Bidders shall be responsible for providing updated list of licensed electricians to the County's Purchasing Division as changes are made.
11. The Successful Bidder(s) shall adhere to the following procedure upon receipt of service requests:
 - a. Upon request for services requiring estimates/proposals/quotes, the Successful Bidder(s) shall prepare and submit a detailed written non-binding estimate/proposal/quote to the County's authorized or designated representatives with the estimated cost. NOTE: The County will make payment to the Successful Bidder(s) for the actual hours spent on the completion of the project. The County may obtain estimates/proposals/quotes from multiple sources and reserves the right to award the work to either another source or the Successful Bidder(s), whichever is in the best interest of the County. The estimates/proposals/quotes shall include the following:
 - i. A lump sum cost of material, if applicable. The County may request for itemized traceable invoices to verify the material cost.
 - ii. The contract number
 - iii. Name and address of job sites
 - iv. Description of services to be performed
 - v. Number of personnel for each labor category, man hours for each, and labor rate(s) for each as provided on the Bid Form.
 - vi. Start and completion dates (time involved for each job shall be jointly estimated by the County and the Successful Bidder(s))
 - b. The Successful Bidder(s) shall not charge the County for their time to inspect the worksite and to develop the written non-binding estimate. If the County decides not to proceed with the work, the Successful Bidder(s) time expended for the site inspection and development of a non-binding estimate/proposal/quote shall not be billable.
 - c. Upon acceptance and approval of the proposal, the County will issue a Purchase Order which shall include the Successful Bidder(s)' proposal with a "not to exceed" cost and the agreed upon starting and completion dates. The Successful Bidder(s) shall not begin the work until a written Purchase Order has been received. All work shall be completed within the time set forth in the Purchase Order. Failure to meet the time requirements established on the Purchase Order, without prior approval from the County's authorized

or designated representatives, may result in the Successful Bidder(s) being considered in default of the Terms and Conditions of this Contract.

- d. The Successful Bidder(s) shall not perform work which would result in exceeding the dollar limit of the Purchase Order without first having obtained approval from the County's authorized or designated representatives, and a Change Order from the Purchasing Department. The County shall not be obligated to pay for unauthorized work.
- e. The County reserves the right to witness and inspect all work performed, review data, request other additional information, and repeat service as necessary to ensure that the services provided conform to the requirements specified herein.
- f. The Successful Bidder(s) shall remove all waste and trash generated by any services provided.
- g. The Successful Bidder(s) shall clean up daily, so the worksite presents a neat, orderly, and workmanlike appearance at all times. The Successful Bidder(s) shall dispose of all refuse, rubbish, scrap materials and debris caused by their operations. No such material shall be left on the job site but shall be removed from the site and properly disposed of.
- h. The County's normal business hours are Monday through Friday between 7:00 a.m. to 3:30 p.m for Division of Recreation and Parks. Normal business hours for the rest of County departments are Monday through Friday between 8:00 a.m. to 4:30 p.m.
 - i. If earlier hours are needed for Successful Bidder(s) to perform services, the County will work with Successful Bidder(s) to accommodate.
 - ii. County buildings/facilities are closed Saturday, Sunday, and holidays. No work is permitted on these days without the prior approval and consent by the County's authorized representatives. The holidays are as follows:
 - 1) General Government observed holidays are: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Day after Thanksgiving, Christmas Eve, Christmas Day, and any other days General Government buildings/facilities are closed.
 - 2) County's authorized representatives will notify the Successful Bidder(s) of changes to these holidays.
 - iii. The Successful Bidder(s) must generally schedule work Mondays through Fridays year-round.
- i. The Successful Bidder(s) shall invoice the County for services based on the hourly rates provided on the Bid Form. Hourly rates per man hour for services shall include all overhead, profit, insurance, union pension fund or Contributions, workmen's compensation, unemployment insurance, social security, supervision and truck usage, etc. The Successful Bidder(s) must pay its employees or contract workers, at a minimum, the wage levels required by federal and state law. Time spent on the transportation of workers, material acquisition, handling and delivery, or for movement

of Successful Bidder(s)' owned or rental equipment is not chargeable directly but is overhead and the cost shall be included.

- j. The Successful Bidder(s) shall be paid an hourly rate per man hour for services as follows:
 - i. Regular Hourly Rate shall be paid for productive time on the job site during normal business and school hours as specified.
 - ii. Overtime Hourly Rate shall be paid for repair services performed outside of normal business hours as specified and must be approved by the County's authorized representatives prior to work commencing. If work must be carried over and the Successful Bidder(s) wishes to continue to work beyond the County's normal business hours, authorization for overtime work must be obtained from the County's authorized representatives prior to proceeding.
 - iii. Emergency and Holiday Hourly Rate shall be paid for carpentry services to ensure facilities or decking are working properly and safely. Prior to the commence of work, the County's authorized representatives must approve all work to be performed on an emergency basis or on the General Government observed holidays. If it is determined that the cause of the failure or malfunction was due to the Successful Bidder(s)' failure to properly perform carpentry services, such repairs shall be completed at no cost to the County.
- k. Material, tools, and Equipment.
 - i. County Furnish, Successful Bidder(s) Install:
 - 1) The County reserves the right to furnish all materials necessary for requested services.
 - ii. Successful Bidder(s) Furnish, Successful Bidder(s) Install: The County may request the Successful Bidder(s) to furnish materials. In that instance, the Successful Bidder(s) shall follow the requirements listed below:
 - 1) All materials, parts, and equipment used by the Successful Bidder(s) in the performance of this Contract shall be new, free from defect, asbestos free, unless an acceptable/comparable and approved alternative is approved in writing by the County prior to work being performed.
 - 2) All materials shall be pre-approved by County Representative or designee, prior to starting work. Materials will be reviewed for approval prior to beginning work on any project. Except when specifically authorized in each instance in writing by the County Project Manager, repair and replacement material shall be new and match existing material in finish, color, design and function.
 - 3) The Successful Bidder(s) will only be paid for material used and pre-approved by the County. No payment will be made for materials ordered by the Successful Bidder(s) that were not authorized by the County. Payment to the Successful Bidder(s) is based on actual material and not estimated cost (no markup allowed). The Successful Bidder(s) shall provide invoices and receipts for materials being billed. Material pulled from the Successful Bidder(s)' stock shall be itemized utilizing current Successful Bidder(s) replacement cost. Supporting documentation for materials shall be submitted to the County on a separate itemized list for approval.

- 4) Material, parts, and components shall be delivered to various County locations.
 - 5) The Successful Bidder(s) shall provide material warranty, if offered by the manufacturer. A minimum one-year installation warranty (materials and labor) shall be given to the County in writing on letterhead, with a detailed description of the completed work (including sketches) unless a greater warranty term is required in project request.
- iii. The Successful Bidder(s) shall include all tools and equipment for requested services. At no time, the Successful Bidder(s) shall use any County ladders, scaffolding, lifts, tools of any kind.
 - iv. Miscellaneous items such as nails, tapes, etc. shall be provided by the Successful Bidder(s).

12. Asbestos.

- a. Whenever and wherever during the course of performing any work under this Contract, the Successful Bidder(s) discovers the presence of asbestos or suspects that asbestos is present, he/she shall stop the work immediately, secure the area, notify the County's authorized or designated representatives and await positive identification of the suspect material. During the downtime in such a case, the Successful Bidder(s) shall not disturb any surrounding surfaces and shall protect the area with suitable dust covers. In the event the Successful Bidder(s) is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Successful Bidder(s) but without additional compensation due to the time extension.

13. Safety.

- a. The Successful Bidder(s) shall keep work areas in a safe condition and clean up daily after all work activities. The Successful Bidders shall also provide for any hazardous material storage facilities and disposal that may be required.
- b. The Successful Bidder(s) shall comply with and ensure that all its personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health. This will include by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the General Industry and for the Construction Industry. The Successful Bidder(s) shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be per-formed by the Successful Bidder(s).
- c. Any operations of the Successful Bidder(s) determined to be hazardous by the County, shall be immediately discontinued by the Successful Bidders upon receipt of either written or oral notice by the County to discontinue such practice.
- d. The Successful Bidder(s)' personnel working on County's property, must report to the respective building representatives or school security office and sign the visitor's log sheet before providing services. The same personnel must sign out with the building representatives or school security office before leaving the County's premises. It is critical that the County's staff be aware of the location of all visitors at all times.

- e. The Successful Bidder(s) personnel and vehicles shall be easily identifiable. The Successful Bidder(s) shall provide identification badges with the company name and logo to their personnel and shall be visibly worn at all times while on County property.
- f. The Successful Bidder(s) vehicles parked on County property must display company name/identification. The Successful Bidder(s) shall comply with all traffic and parking regulations.
- g. The Successful Bidder(s) shall be responsible at all times for the actions and work of its personnel who shall observe and comply with all regulations while on County property; failure to observe such regulations will be grounds for removal from County property.
- h. During the execution of the work, the County reserves the right to suspend the work or reject the Successful Bidder(s)' carpenter and/or helpers who in the County's judgement are not adequately qualified to perform the work.

14. Damage

- a. The Successful Bidder(s) shall be held responsible for any damage to the County's property and equipment caused during performing services to the County, which is determined to be the result of the Successful Bidder(s)' failure to properly perform the work. The Successful Bidder(s) shall correct damages incurred at no cost to the County.

15. Environmental Management.

- a. The Successful Bidder(s) shall be responsible for complying with all federal, state, and local environmental regulations relating to transportation, handling, storage, spillage, and any other aspect of providing the products and services described herein, as applicable. The Successful Bidder(s) shall provide prompt and thorough clean-up of any and all fuel product spillage, per DEQ/EPA requirements.

16. Inspection and Testing.

- a. The County reserves the right to inspect and approve services provided upon completion. Work will not be considered completed until acceptance is made.
- b. In the event the Successful Bidder(s) fails to provide carpentry services that meets or exceeds specifications, the County may direct the Successful Bidder(s) to remove and replace all work completed at no additional cost to the County.

17. Warranty Requirements.

- a. Supplier shall guarantee all workmanship to be free from defects, rust and/or peeling for a period of one year from date of final acceptance. Within 5 calendar days of notification, the Supplier shall correct such defects and/or deficiencies at its own expense. Final acceptance does not relieve Supplier from responsibility for latent defects or deficiencies.

18. Delivery Requirements.

- a. The Successful Bidder(s) shall work with the County's authorized or designated representative to coordinate and scheduled services at a mutually agreed upon day and

time for each building/facility and inform the County's authorized or designated representatives of any discrepancies discovered.

- b. The County's authorized or designated representatives will ensure a staff member of their team is available to escort the Successful Bidder(s)' carpenter or helper throughout the interior of the buildings. It is critical that County staff are aware of all visitors. Each individual reporting to work in any County building/facility will be required to follow the reporting requirements of the County's and requested departments policies in the performance of services.

E. Invoicing Requirements.

The Successful Bidder(s) shall submit itemized invoices for each completion of work provided under the Contract. A complete invoice shall include but not be limited to contract number, purchase order number as supplied by the County, date of service, building/facility name, location, details of services performed, and workers with the number of hours worked at the contracted hourly rates, and any other pertinent information necessary to verify the invoice total.

1. The County will verify all charges on the Successful Bidder(s)' invoices and reserves the right to request additional documentation, return invoice to Successful Bidder(s) for correction, or adjust the invoice for the corrected amount if any discrepancy is discovered.
2. Invoices shall be mailed to the address listed at the bottom of the Purchase Order Form. The County shall not be deemed in receipt of an invoice that is not properly addressed.
3. The Successful Bidder(s) may not use the County's good faith dispute of an invoice to ignore other request for service or to refuse to perform other work for the County.
4. No additional fees (including, but not limited to transportation, unloading, materials, etc.) will be accepted. Invoices with such fees will be returned until fees are removed.
5. Billing Address:

County of Henrico, Recreation and Parks Division
Attn: Accounts Payable
Post Office Box 90775
Henrico VA 23273-0775

6. Invoices may also be submitted electronically to a Recreation and Parks authorized representative upon mutual agreement between the Division of Recreation and Parks and Successful Bidder(s).



COMMONWEALTH OF VIRGINIA

County of Henrico

Goods and Services Contract

Contract No. 2824B

This Goods and Services Contract (this “Contract”) entered into this 16th day of May 2025, by the County of Henrico, Virginia (collectively, the “County”) and Mallory & Naumann General Contractors Inc., a Virginia corporation, and its successors it assigns (the “Contractor”).

SCOPE OF CONTRACT: The Contractor shall furnish all materials, equipment, and labor necessary to provide Carpentry Services to the County of Henrico, Virginia Division of Recreation and Parks as set forth in the Contract Documents.

COMPENSATION: The compensation the County will pay to the Contractor under this Contract shall be in accordance with Appendix A.

CONTRACT TERM: The Contract term shall be for the period of date of execution through April 30, 2026. The County may renew the Contract for up to four (4) one-year terms giving 30 days’ written notice before the end of the term unless Contractor has given the County written notice that it does not wish to renew at least 90 days before the end of the term.

CONTRACT DOCUMENTS: This Contract hereby incorporates by reference the documents listed below (the “Contract Documents”) which shall control in the following descending order:

1. This Goods and Services Contract between the County and Contractor.
2. Invitation for Bid No. 25-2824-4JLG, dated April 7, 2025 (as modified by any addenda).
3. The Contractor’s bid dated April 23, 2025.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

[Remainder of page intention left blank, signature page to follow]

Mallory & Naumann General Contractors Inc.
P.O. Box 621
Mechanicsville, VA 23111

Ronnie Naumann

Ronnie Naumann (May 16, 2025 14:47 EDT)

Signature

Ronnie Naumann

Printed Name and Title

05/16/2025

Date

County of Henrico, Virginia
P.O. Box 90775
Henrico, VA 23273-0775

Oscar Knott

Signature

Oscar Knott, CPP, CPPO, NIGP-CPP, VCO
Purchasing Director

05/16/2025

Date

APPROVED AS TO FORM

Assistant County Attorney

Assistant County Attorney

05/16/2025

Date

Appendix A

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