

November 7, 2023

Mr. Erik Zebley
Business Administrator
Penn-Delco School District
2821 Concord Road
Aston, Pa. 19014

Dear Erik,

My proposed fee for consulting for the food service Request for Proposal for Penn-Delco School District is:

- **\$100 per hour – not to exceed a maximum of \$2,800**
- **The district will be invoiced for time spent on site or in my office – travel time will not be included**
- **A detailed explanation of the work performed each day that hours are billed will be supplied to the district with an invoice at the end of the project**
- **The work to be performed will be:**
 - 1) **preparation of the comprehensive word document and contract and all the worksheets in accordance to the regulations of the Pennsylvania Department of Education**
 - 2) **Assistance in the required pre bid meeting**
 - 3) **A thorough analysis of the proposals including a spreadsheet which will list the revenues and expenses and profit/loss and guarantee for each company as well as a detailed written analysis of each company's compliance to the requirement of the Request for Proposal**

Thank you.

Respectfully,

A handwritten signature in blue ink that reads "Joseph Daino Jr.".

Joseph Daino, Jr.