

**ALLEGANY COUNTY DEPARTMENT OF SOCIAL SERVICES  
EXPANDED TRANSPORTATION PROGRAM (07/01/2009 through 06/30/2010)  
INSTRUCTION FOR PRICING PROPOSAL SHEET**

LINE ITEMS	FIXED COST (must cover for contract period of one year)
<b>1. Salaries</b>	
(list all job positions assigned for this program with individual salary)	
1.1	salary of job position 1 assigned for this program
1.2	salary of job position 2 assigned for this program
1.3	salary of job position 3 assigned for this program
Fixed Total Cost for Salaries	added total salary for job positions 1, 2, 3 etc. of all lines for line item 1
<b>2. Fringe Benefits</b>	
(list all job positions assigned for this program with individual fringe benefit)	
2.1	fringe benefit of job position 1 assigned for this program
2.2	fringe benefit of job position 2 assigned for this program
2.3	fringe benefit of job position 3 assigned for this program
Fixed Total Cost for Fringe Benefits	added total fringe benefits for job positions 1, 2, 3 etc. of all lines for line item 2
<b>3. Fuel and Oil Costs</b>	total costs of fuel & oil for this program
3.1 Fuel	total cost of fuel required for this program
3.2 Oil	total cost of oil required for this program
Fixed Total Cost for Fuel and Oil	added total fuel and oil cost of all lines for line item 3
<b>4. Vehicle Insurance Cost</b>	total vehicle insurance cost
<b>5. Vehicle Maintenance Cost</b>	
(list all items related to this program with individual cost)	
5.1 Service	total cost of maintenance service for this program
5.2 Tires	total cost of tires required for this program
5.3 Parts Replacements	total cost of parts replacement required for this program
Fixed Total Cost for Vehicle Maintenance	added total vehicle maintenance cost of all lines for line item 5
<b>6. Communications</b>	
(list all items related to this program with individual cost)	
6.1 Telephone	total cost of communication by telephone for this program
6.2 Internet Fees	total cost of communication by internet for this program
6.3 Postage	total cost of postage for program related correspondence
Fixed Total Cost for Communication	added total communication cost of all lines for line item 6
<b>7. Miscellaneous</b>	
(list all items related to this program with individual cost)	
7.1 Utilities	total cost of water, electricity etc. for program usage
7.2 Office Supplies	total cost of office supplies used in daily program duties
Fixed Total Cost for Miscellaneous	added total miscellaneous cost of all lines for line item 7
<b>FIRM FIXED-PRICE TOTAL</b>	added up total cost of above line items 1 to 7