

USTIF BULLETIN #1 MARK-UP OF INVOICES

When the Fund receives invoices from prime corrective action consultants, we see charges marked up for expense and sub-contracting work anywhere from 3% to 20%. In addition, the types of charges which are marked up vary from consultant to consultant. The core functions associated with remedial activities are defined as geological and engineering activities. The Fund realizes that in the course of corrective action, it may be necessary to enlist the services of outside contractors to perform non-core functions associated with the clean-up. Effective November 1, 2004, non-core functions performed by outside contractors are eligible for 10% mark-up by the prime corrective action consultant. Examples of this type of service would be:

- Laboratory Analyses
- Drilling Contractors
- O&M (work by outside vendors)
- Soil Disposal
- Equipment Rental (from outside vendors)
- Surveying Services
- Excavation Services
- Paving Services
- Electricians
- Drafting Services

The charges for services performed by or provided by third parties that are administrative and periodic in nature will not be eligible for mark-ups. Examples of this type of charge would be:

- Meals
- Lodging
- Car Rentals
- System Utility Bills (electricity, natural gas, etc.)
- Copying Services