

**INA Corporation
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CONTRACTOR BID PROCEDURE
STAR SPRINKLER RECALL
DRY-PENDENT SPRINKLER HEADS

Contractors providing bids under the Star Sprinkler recall **MUST** adhere to the following procedures:

1. The bid shall be a “**labor only**” bid in writing and provided to the facility with a copy to this law firm;
2. The contractor shall verify the date indicated on the dry-pendent sprinkler head, verify the manufacturer name and model number and the quantity of sprinkler heads to be replaced;
3. The written bid shall indicate whether the sprinklers to be replaced have 3/4" or 1" N.P.T. thread connections;
4. The contractor’s payment will be made to the facility, which in turn will pay the contractor upon completion;
5. All contractors will order materials from suppliers identified by this law firm and the supplier will direct bill us, upon our prior written acceptance of the bid;
6. The bid shall indicate when the replacement project will commence and its expected date of completion.