

TECHNICAL ANNEX 6 – UNIT RATES & TIME RATES

# Engineering, Procurement & Construction Contract

## Public Company ORLEN Lietuva LPG flare system renovation

### Technical Annex No. 6 Unit Rates & Time Rates

<b>Rev.</b>	<b>0</b>	<b>1</b>	<b>2</b>
<b>Date</b>	<b>2019-05-29</b>		

TECHNICAL ANNEX 6 – UNIT RATES & TIME RATES

**TIME RATES AND ALLOWABLE EXPENSES for ON SITE ACTIVITIES**

**1 Time Rates – General**

Except as otherwise expressly provided for, the Rates and Allowances set forth below are deemed to be fully inclusive of all the following itemized costs and expenses including CONTRACTOR'S profit and overhead.

- a) **VACATION:** Includes vacations, statutory holidays, sick and other leave with pay.
- b) **ALLOWANCES:** Includes workers compensation, unemployment insurance, and other taxes and insurances measured by payroll, established employee benefits such as pension, health and life insurance, bonus programs (excluding profit sharing), union assessments (if any), training funds, and industry and administration funds.
- c) **OVERHEAD AND PROFIT:** Calculated on the base rate. Overhead includes all home office expense and personnel costs as well as temporary construction facilities, which are limited to such expense and costs that are related to and directly attributable to the performance of this CONTRACT.
- d) **ALL INCLUSIVE DAILY RATE:** Based on up to 10 hours per day excluding lunch (1 hour), 6 days per week. This rate excludes air tickets which are to be reimbursed at actual cost supported by relevant documents. The CONTRACTOR'S personnel is considered at OWNER'S disposal from the day they leave CONTRACTOR'S offices to the day they will return. The travel is considered to take one day for each way (i.e. one day for coming and one day for return).

The same rate shall apply to Sundays and Lithuanian Public Holidays when no working activities are carried.

In the event of working activities during the 7th day or during holidays, the following hourly rate will apply: XXX Euro/each worked hour (in addition to the daily rate).

- e) **OVERTIME:** The overtime rate per hour shall be limited to the actual cost to CONTRACTOR of the premium portion only of all applicable wages, craft fringe benefits and payroll burdens imposed by any governmental authority and measured by the compensation payable to employees.

For each overtime hour, the following hourly rate will apply: XXX Euro/each worked hour (in addition to the daily rate).

**2 Time Rates – Reporting Requirements**

For work carried out on Time Rate basis, the CONTRACTOR shall comply with the following reporting requirements.

**Reports**

For work carried out on Time Rate basis, the CONTRACTOR shall complete the CONTRACTOR'S Daily Report. (See Appendix No.1)

The CONTRACTOR'S Daily Report shall contain the following (if applicable):

- CONTRACTOR'S name
- WORK Completion date
- Technological No.
- Inventory No.
- Project No. (if works were performed under Project);
- Man-hours
- Labor rates
- Equipment operating hours and rates
- Material List

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The CONTRACTOR shall submit the completed Report to OWNER's assigned work supervisor for approval. The approved Report shall be delivered to OWNER's Cost Tracking Group by noon each day.

3 Work Handover Acceptance Statement

Upon completion of the work (on Unit Rate or Time Rate basis), the CONTRACTOR shall develop WORK HANDOVER ACCEPTANCE STATEMENT (ANNEX 10 (*Sample Form of Work Handover and Acceptance Statement*))

The above Statement shall contain the following information (if applicable):

- ⇒ CONTRACTOR'S name
- ⇒ CONTRACT No.
- ⇒ Project No. and Task
- ⇒ Facility
- ⇒ Period in which the work was performed
- ⇒ Description of the work, amount, cost calculation and distribution by: labour, materials, equipment, and other expenditures.

The completed WORK HANDOVER ACCEPTANCE STATEMENT shall be submitted to the OWNER's assigned work supervisor for approval. Work supervisor shall approve the WORK HANDOVER ACCEPTANCE STATEMENT specifying that the work has been completed (or in percentage terms when the work has not been completed).

The approved WORK HANDOVER ACCEPTANCE STATEMENT shall be submitted to the OWNER'S Cost Tracking Group. On verification of the WORK HANDOVER ACCEPTANCE STATEMENT, it shall be handed over to the OWNER'S Procurement Department for further processing. The CONTRACTOR shall issue his invoice based on the approved and verified WORK HANDOVER ACCEPTANCE STATEMENT.

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**Daily rate for provision of the CONTRACTOR'S experts to the COMMISSIONING, START-UP, TRAINING AT SITE.**

- XXX Euro per day/per person

All rates are in EUROS (€) and exclude VAT

**Time Rates of CONTRACTOR Employees for Services on SITE**

All rates are in EUROS (€) and exclude VAT

Base Rate per Day is based on 10 hour working day

Classification	Base rate per hour, €/hour Site services (Monday – Saturday)
XXX	XXX
XXX	XXX
XXX	XXX
XXX	XXX
XXX	XXX
XXX	XXX
XXX	XXX
XXX	XXX
XXX	XXX
XXX	XXX
XXX	XXX
XXX	XXX
XXX	XXX
XXX	XXX

**Unit Rates of CONTRACTOR Equipment for Services on SITE**

All rates are in EUROS (€) and exclude VAT

Base Rate per Day is based on 10 hour working day

To be specified by CONTRACTOR

**All inclusive labour rates for home office based engineering and designing personnel**

All rates are in EUROS (€) and exclude VAT

Base Rate per Day is based on 10 hour working day

Classification	Base rate per hour HOME OFFICE (Monday – Saturday) €/hour
Project Manager	XXX
Project Engineer	XXX
Process Engineer	XXX
Piping Engineer	XXX
Electrical Engineer	XXX
Instrumentation Engineer	XXX
Process Control Engineer	XXX
Mechanical Engineer	XXX

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Structural/Civil Engineer	XXX
Equipment Engineer	XXX
Draftman	XXX
Document administrator	XXX

**NOTES**

Except as otherwise expressly provided for, the Rates and Allowances set forth above are deemed to be fully inclusive of all the following itemized costs and expenses including CONTRACTOR'S allowances as well as CONTRACTOR'S SUBCONTRACTOR's profit and overhead.

All inclusive rate including overtime as well as allowances and overhead and profit described below:  
Based on 50 hours per week working 10 hours per day, 5 days per week (Monday thru' Friday).

**ALLOWANCES:** Includes workers compensation, unemployment insurance, and other taxes and insurances measured by payroll, established employee benefits such as pension, health and life insurance, bonus programs (excluding profit sharing), union assessments (if any), training funds, and industry and administration funds.

**OVERHEAD AND PROFIT:** Calculated on the base rate. Overhead includes all home office expense and personnel costs as well as temporary construction facilities, which are limited to such expense and costs that are related to and directly attributable to the performance of this CONTRACT.

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**DAILY TIME SHEET (DIRECT) Appendix 1**  
**KASDIENINIS TABELIS (TIESIOGINĖS) Priedas 1**

WORK DATE/DARBO DATA \_\_\_\_\_

COMPLETED BY/  
UŽPILDĖ \_\_\_\_\_

COMPANY / SHOP \_\_\_\_\_

TIME SHEET  
DELIVERY DATE  
ATASKAITOS  
PRISTATYMO  
DATA \_\_\_\_\_

ĮMONĖ / CECHAS \_\_\_\_\_

DID YOU REVIEW ALL WORK FOR SAFE WORK PROCEDURES?  
AR PATIKRINOTE DARBO SAUGOS REIKALANIMUS VISIEMS  
DARBAMS?  
DID AN ACCIDENT OCCUR  
ON YOUR JOB TODAY?  
AR JŪSŲ DARBE ĮVYKO AVARIJA AR NELAI MINGAS  
ATSITIKIMAS?

YES/TAIP  NO/NE

YES/TAIP  NO/NE

AFE NUMBER / AFE NUMERIS				VISO																	
COST CENTER / KAŠTŲ CENTRAS																					
WORK ORDER / UŽSAKYMAS DARBAMS																					
WORK RELEASE / DARBŲ PASKYRA																					
COST PURPOSE / KAŠTŲ PASKIRTIS																					
COST CODE / KAŠTŲ KODAS																					
TAG NUMBER / TECHNOLOGINIS NUMERIS																					
INVENTORY NUMBER / INVENTORINIS NUMERIS																					
NAME OR DESCRIPTION	CRAFT	COST / KAINA		Work h.	Overtime h.	Work h.	Overtime h.	Work h.	Overtime h.	Work h.	Overtime h.	Work h.	Overtime h.	Work h.	Overtime h.	Work h.	Overtime h.	Work h.	Overtime h.		
		Work h.	Overtime h.																		
<b>TOTAL / VISO VALANDŲ:</b>				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
<b>DIRECT LABOR COST / TIESIOGINĖS DARBO IŠLAIDOS, Lt</b>				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
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**DAILY TIME SHEET (INDIRECT) Appendix 1**  
**KASDIENINIS TABELIS (NETIESIOGINĖS) Priedas 1**

WORK DATE/DARBO DATA \_\_\_\_\_

COMPLETED BY/ UŽPILDĖ \_\_\_\_\_

COMPANY / SHOP \_\_\_\_\_

TIME SHEET DELIVERY DATE  
ATASKAITOS PRISTATYMO DATA

ĮMONĖ / CECHAS \_\_\_\_\_

DID YOU REVIEW ALL WORK FOR SAFE WORK PROCEDURES?  
AR PATIKRINOTE DARBO SAUGOS REIKALANIMUS VISIEMS DARBAMS?  
DID AN ACCIDENT OCCUR ON YOUR JOB TODAY?  
AR JŪSŲ DARBE ĮVYKO AVARIJA AR NELAI MINGAS ATSTIKIMAS?

YES/TAIP  NO/NE  
 YES/TAIP  NO/NE

AFE NUMBER / AFE NUMERIS				VISO															
COST CENTER / KAŠTŲ CENTRAS																			
WORK ORDER / UŽSAKYMAS DARBAMS																			
WORK RELEASE / DARBŲ PASKYRA																			
COST PURPOSE / KAŠTŲ PASKIRTIS																			
COST CODE / KAŠTŲ KODAS																			
TAG NUMBER / TECHNOLOGINIS NUMERIS																			
INVENTORY NUMBER / INVENTORINIS NUMERIS																			
NAME OR DESCRIPTION PAVADINIMAS ARBA APIBŪDINIMAS		CRAFT SPECIALYBĖ	COST / KAINA		Work h.	Overtime h.	Work h.	Overtime h.	Work h.	Overtime h.	Work h.	Overtime h.	Work h.	Overtime h.	Work h.	Overtime h.	Work h.	Overtime h.	
			Work h	Overtime h															
<b>TOTAL / VISO VALANDŲ:</b>				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>INDIRECT LABOR COST / NETIESIOGINĖS DARBO IŠLAIDOS, Lt</b>				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

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**DAILY TIME SHEET (OTHER) Appendix 1**  
**KASDIENINIS TABELIS (KITA) Priedas 1**

WORK DATE/DARBO DATA \_\_\_\_\_

COMPLETED BY/ UŽPILDĖ \_\_\_\_\_

COMPANY / SHOP \_\_\_\_\_

TIME SHEET DELIVERY DATE \_\_\_\_\_

ĮMONĖ / CECHAS \_\_\_\_\_

ATASKAITOS PRISTATYMO DATA \_\_\_\_\_

AFE NUMBER / AFE NUMERIS			VISO														
COST CENTER / KAŠTŲ CENTRAS																	
WORK ORDER / UŽSAKYMAS DARBAMS																	
WORK RELEASE / DARBŲ PASKYRA																	
COST PURPOSE / KAŠTŲ PASKIRTIS																	
COST CODE / KAŠTŲ KODAS																	
TAG NUMBER / TECHNOLOGINIS NUMERIS																	
INVENTORY NUMBER / INVENTORINIS NUMERIS																	
NAME OR DESCRIPTION PAVADINIMAS ARBA APIBŪDINIMAS	MEAS MAT.VNT	PRICE PER UNIT VIENETO KAINA		KIEKIS	KAINA	KIEKIS	KAINA	KIEKIS	KAINA	KIEKIS	KAINA	KIEKIS	KAINA	KIEKIS	KAINA	KIEKIS	KAINA
TOTAL COST, LT / VISO IŠLAIDOS, LT				-	-	-	-	-	-	-	-	-	-	-	-	-	-
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**DAILY COST REPORT Appendix 1**  
**KASDIENINIŲ IŠLAIDŲ ATASKAITA Priedas 1**

COMPANY / SHOP \_\_\_\_\_ DATE/DATA \_\_\_\_\_  
 ĮMONĖ / CECHAS \_\_\_\_\_  
 WORK RELEASE # \_\_\_\_\_  
 DARBŲ PASKYRA # \_\_\_\_\_

AFE NUMBER / AFE NUMERIS	COST CENTER / KAŠTŲ CENTRAS	WORK ORDER No. / UŽSAKYMO DARBAMS Nr.	COST PURPOSE / KAŠTŲ PASKIRTIS	COST CODE / KAŠTŲ KODAS	INVENTORY No. / INVENTORINIS Nr.	DIRECT LABOR COST / TIESIOGINĖS DARBO IŠLAIDOS		INDIRECT LABOR COST / NETIESIOGINĖS DARBO IŠLAIDOS		EQUIPMENT COST / ĮRENGIMŲ KAINA		MATERIAL COST / MEDŽIAGŲ KAINA	OTHER COST / KITOS IŠLAIDOS	TOTAL COST / VISOS IŠLAIDOS	DIRECT MANHOURS / TIESIOGINĖS DARBO VALANDOS		INDIRECT MANHOURS / NETIESIOGINĖS DARBO VALANDOS		TOTAL LABOR MANHOURS / VISOS DARBO VALANDOS
						D VAL	VIRŠ VAL	D VAL	VIRŠ VAL	VAL	KM				D VAL	VIRŠ VAL			
<b>TOTAL / VISO</b>																			
<b>Darbų aprašymas:</b>																			

\*\*\*AUTHORIZATION SIGNATURE / ĮGALIOTO ASMENS PARAŠAS\*\*\*

COMPLETED BY / \_\_\_\_\_  
 UŽPILDĖ

APPROVED BY \_\_\_\_\_  
 PATVIRTINO  
 APPROVAL  
 DATE / \_\_\_\_\_  
 PATVIRTINIMO  
 DATA

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Appendix

AB ORLEN Lietuva and Contract Craft Codes (Rev. 2004.07.26)

#	DARBU KATEGORIJA	PROFESIJOS PAVADINIMAS	#	KODAI/CODES (EN)	WORK CATEGORY	CRAFT DESCRIPTION
1		<b>TIESIOGINIAI</b>	1			<b>DIRECTS</b>
2	Bendrastatybini	Stogdengys, litootojas, skardininkas, apdailininkas	2	CARP	Civil	Carpenter, Roofer
3	Bendrastatybini	Bendrastatybini, betonuotojas, statybininkas	3	MAS	Civil	Civil/Concrete worker, Builder
4	Bendrastatybini	Smėliuotojas, dažytojas	4	PA	Civil	Sandblaster, Painter
5	Bendrastatybini	Futeruotojas	5	LS	Civil	Refractory tech / Lining specialist
6	Bendrastatybini	Santehnikas	6	PB	Civil	Plumber
7	Bendrastatybini	Kanalizacijos ir požeminio vamzdžių (ne technologinių) aptarnavimas	7	US	Civil	Underground piping & sewer line workers
8	Bendrastatybini	Gerbuvio ir kelių priežiūra	8	RC	Civil	Road & lawn maintenance, Clean-out man
9	Elektros	Elektros įrenginių aptarnavimo elektrmonteris	9	ELS	Electrical	Electrical equipment servicing electrician
10	Elektros	Elektros įrenginių patikimumo palaikymo elektrmonteris	10	ELM	Electrical	Electrical equipment reliability maintenance electrician
11	Elektros	Elektrotechninės laboratorijos elektrmonteris	11	ELL	Electrical	Electrotechnical laboratory electrician
12	Elektros	Elektrikas-montuotojas	12	ELI	Electrical	Electrician - installer
13	Elektros	Elektros įrengimų remonto elektrmonteris	13	ELR	Electrical	Electrician (shop)
14	KMP ir A	Prietaisininkas	14	INT	Instrument	Instrument Technician (Field & shop)
15	KMP ir A	KMP suvirintojas	15	INW	Instrument	Instrument welder
16	KMP ir A	KMP šaltkalvis	16	INP	Instrument	Instrument pipefitter
17	KMP ir A	KMP montuotojas	17	INF	Instrument	Instrument fabricator
18	KMP ir A	KMP remontininkai	18	INR	Instrument	Instrument repair man (shop)
19	Mechaniniai	Suvirintojas	19	WE	Mechanical	Welder
20	Mechaniniai	Šaltkalvis, montuotojas	20	PF	Mechanical	Pipefitter, Rigger
21	Mechaniniai	Termistas	21	SR	Mechanical	Heat treatment
22	Mechaniniai	Hidrovalytojas, aukšto slėgio siurblio mechanikas	22	HB	Mechanical	Mechanic of high pressure pump, hydroblaster
23	Mechaniniai	Aparatų šaltkalvis	23	BM	Mechanical	Boilermaker, Iron/Sheet metal worker, Exchanger/Vessel worker
24	Mechaniniai	Ugnies darbų šaltkalvis	24	FAB	Mechanical	Fabricator
25	Mechaniniai	Katalizatoriaus specialistas	25	CAT	Mechanical	Catalyst Technician
26	Mechaniniai	Besisukančių įrengimų šaltkalvis	26	MA	Mechanical	Rotating Equipm Machinist, Millwright field machinist (pmps, compress)
27	Mechaniniai	Dirbtuvių darbuotojai: staklininkai, variklių remontininkai, kt.	27	RM	Mechanical	Refining Mechanic, Mechanic, Repairman, Shop machinist
28	Mechaniniai	Mechaninių darbų technikas darbas aikštelėje	28	FT	Mechanical	Mechanical Field Technician
29	Mechaniniai	Pagalbiniai darbininkai	29	LA	Mechanical	Labor
30	Mechaniniai	Pastolininkas	30	SC	Mechanical	Scaffold builder
31	Mechaniniai	Izoliuotojas	31	INS	Mechanical	Insulator
32	Technologija	Operatorius	32	OPS	Process	Operations personnel
33		<b>NETIESIOGINIAI AIKŠTELEJE</b>	33			<b>FIELD INDIRECTS</b>
34	Inspekcija	Inspektorius, inžinierius	34	INSP	Inspection	Inspector (Engineer, Senior, Junior, Technician, Government Rep.)
35	Inspekcija	Defektoskopininkas (storio matavimas, kietumo matavimas ir t.t.)	35	NDT	Inspection	Non-destructive testing personnel (UT, share wave, brinell, etc...)
36	Inspekcija	Rengenoskopija (siūlių prašvietimas rentgeno sp.)	36	XR	Inspection	X-ray personnel
37	Mechaniniai	Meistras	37	FO	Mechanical	Foreman (working supervisor with crew)
38	Mechaniniai	Sandėlininkas, medžiagų žinovas	38	WAM	Mechanical	Warehouse clerk, yard/material expiditor
39	Mechaniniai	Ugnies darbų, pavojingų indų viduje darbų prižiūrėtojas, darbo saugos stebėtojas	39	SW	Mechanical	Fire watch, safety watch, manhole watch
40	Mechaniniai	Vairuotojas, kranistas	40	DR	Mechanical	Truck/Forklift Driver, Crane Operator
41	Mechaniniai	Mechanizmų mašinistas, kompresorių mašinistas, betono siurblio mašinistas	41	OR	Mechanical	Equipment/Compressor/Concrete Pump/Vac.Truck Operator
42		<b>NETIESIOGINIAI</b>	42			<b>INDIRECTS</b>
43	Netiesioginiai	Inžinierius (geodezininkas, elektrikas, mechanikas, prietaisininkas)	43	ENG	Indirects	Engineer (Surveyor/Electrical/Process/Instrument/Civil/Mechanical)
44	Netiesioginiai	Projektavimo inžinierius	44	DENG	Indirects	Designing Engineer, Drafter
45	Netiesioginiai	Vadovas (darbų saugos, projekto, medžiagų koordinavimo, inžinerinio, planavimo...)	45	MGR	Indirects	Manager (Safety, Projects, Materials, Engineering, Planning, etc...)
46	Netiesioginiai	Planuotojas (visų kategorijų)	46	PL	Indirects	Planner (Senior, Junior, Engineer, all disciplines)
47	Netiesioginiai	Prižiūrėtojas, darbų koordinatorius	47	SUPV	Indirects	Supervisor, Superintendent, Coordinator
48	Netiesioginiai	Laiko apskaitininkas, kaštų apskaitininkas, administratorius	48	TK	Indirects	Time Keepers, Administrator, Cost Trackers
49	Netiesioginiai	Vertėjas	49	TR	Indirects	Translator / Interpreter
50	Netiesioginiai	Konsultantas	50	CON	Indirects	Consultant (Specialist)
51	Netiesioginiai	Lankytojas	51	VIS	Indirects	Visitor