

APPENDIX E

**Montgomery County Public Schools  
Division of Maintenance**

**OVERTIME REIMBURSEMENT AGREEMENT**

Facility: \_\_\_\_\_

Contractor: \_\_\_\_\_

Description of work to be performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

**Notice: Contractor agrees to pay all overtime costs for building service personnel as required to perform work at a premium rate. These costs will be deducted from the Contractor's final invoice.**

\_\_\_\_\_  
(MCPS Project Coordinator Approval)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Contractor Representative Agreement)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(MCPS Contract Officer Approval)

\_\_\_\_\_  
(Date)