

City of Seattle

Seattle City Light Department

CONSULTANT (insert "ROSTER" if applicable) AGREEMENT

Title: (Insert brief descriptive title for the consultant service)

AGREEMENT NUMBER: (Enter Agreement Number)

Instructions: Verify company legal name before you prepare contract. Companies often use a "doing business as" name and you want to use their legal name for your contract. The legal name is verified by the Secretary of State where the company is incorporated. Print and keep for your contract files: <http://www.coordinatedlegal.com/SecretaryOfState.html>.

The drafter of the contract should begin by viewing the footer of the document and entering the contract name and agreement number. Then enter information as requested in all text boxes highlighted in yellow. Delete any blank lines that result from editing.

Note: If the project is federally funded, the drafter will need to ensure compliance with all federal requirements and include all required federal contract clauses. For Federal Transit Administration (FTA) funded projects, see <http://inweb/purchasing/FTAforms.htm> for more information and to obtain the listing of required clauses.

Delete this box and red instructional text above and below after completing.

This Agreement is made and entered into by and between the City of Seattle ("the City"), a Washington municipal corporation, through its Seattle City Light Department, as represented by the General Manager and Chief Executive Officer; and (insert legal name and address of Consultant) ("Consultant"), a (insert appropriate type of business: e.g. partnership, sole proprietorship, limited liability company, corporation) of the State of (insert state in which the corporation is chartered) and authorized to do business in the State of Washington.

Recitals:

Instructions: RECITALS give background and detail. This is not required but advisable from Law Department due to recent court cases (the Berg Case). The recitals allow anyone to pick up the contract and understand the intent. Write these carefully using plain English so they are clear and accurate. Add any information you think provides background and explanation; two below are recommended.

Using Roster Consultants: Consultants selected from the Roster are limited to work within the Roster category they are approved to: [Roster categories](#). Except for A&E contracts, you may solicit only one company that you will consider for a contract, however soliciting several consultants may be a better practice for a given situation. **Delete this box after completing.**

The purpose of this contract is to (INSERT); and

The Consultant was selected from (examples: a selection from the Consultant Roster for Category XX, orthrough an SOQ issued by the City dated XX/XX/XXX, ora Request for Proposal,or an Emergency, ora Sole Source).

In consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Consultant mutually agree as follows:

1. TERM OF AGREEMENT.

Instructions: Select OPTION 1 or OPTION 2 below.

Departments may choose Option 1 for projects that do not have strict project deadlines. This may be appropriate for most projects. There is a proven risk that contracts may terminate prematurely before work is completed because the termination date on the contract ends the contract earlier than the actual completion date of the work. The administrative process to amend a contract for time extension alone is disruptive, untimely and labor intensive. The approved language of Option 1 would eliminate these risks.

Departments may choose Option 2 for projects that have strict project deadlines, where timing is crucial. This may include projects for pre-construction services that are tied to a construction schedule; projects with specific milestones or deliverables tied to completion dates; and projects with federal or levy funding, etc. Note: federally funded projects may have more stringent requirements for contract terms, e.g., for FTA funded projects, contracts shall not exceed five years unless justified.

*Delete the option you do not select, and delete the "OPTION 1" or "OPTION 2" label of the option you do select. Delete any blank lines resulting. **Delete this box after completing.***

OPTION 1 The term of this Agreement begins when fully executed by all parties and ends when work is completed and accepted by the City, unless amended by written agreement or terminated earlier under termination provisions.

OPTION 2 The term of this Agreement begins when fully executed by all parties, and ends on _____, unless amended by written agreement or terminated earlier under the termination provisions.

2. TIME OF BEGINNING AND COMPLETION.

The Consultant shall begin the work outlined in the "Scope of Work" ("Work") upon receipt of written notice to proceed from the City. The City will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Consultant's control.

3. SCOPE OF WORK.

Instructions: *The Scope may be written within this Section or as an attachment. Select an option below and delete the other. The standard Scope of Work provision below must also be in this Section.*

In developing a Scope, there should be a relationship between the Scope in this Section, including work tasks and deliverables, and the PAYMENT section, including dollar amounts, associated fees, charges and reimbursements.

The Scope should be consistent with an independent contractor (department will not direct or supervise work like that of a City employee (i.e. does not do performance evaluations, hire, terminate, discipline, not in the City Directory, etc.

*If the scope has a Union position within your department that performs this work, notify the Union of your intent to contract. **Delete this box after completing.***

Option 1 The Scope of Work of this Agreement and the time scheduled for completion of such Work are:

Option 2 The Scope of Work for this Agreement and the time schedule for completion of such Work are described in Exhibit _____, which is attached to and made a part of this Agreement.

The Work is subject to City review and approval. The Consultant shall confer with the City periodically, and prepare and present information and materials (e.g. detailed outline of completed Work) requested by the City to determine the adequacy of the Work or Consultant's progress.

4. EXPANSION FOR NEW WORK.

This Agreement scope may be expanded for new work. Any expansion for New Work (work not specified within the original Scope of Work Section of this Agreement, and/or not specified in the original RFP as intended work for the Agreement) must comply with all the following limitations and requirements: (a) the New Work is not reasonable to solicit separately; (b) the New Work is for reasonable purpose; (c) the

New Work was not reasonably known either the City or Consultant at time of contract or else was mentioned as a possibility in the solicitation (such as future phases of work, or a change in law); (d) the New Work is not significant enough to be reasonably regarded as an independent body of work; (e) the New Work would not have attracted a different field of competition; and (f) the change does not vary the essential identified or main purposes of the Agreement. The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not New Work subject to these limitations, such as additional phases of Work anticipated at the time of solicitation, time extensions, Work Orders issued on an On-Call contract, and similar. New Work must be mutually agreed and issued by the City through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

5. INTERLOCAL COOPERATION ACT.

Instructions: This Section implements the Council intention to allow Interlocal Agreement sharing of contracts, when the Council amended the SMC in 2005. That being said, this language below can be removed and RESERVED placed as a title instead. This is not essential yet is reasonable to include if you anticipate this contract might be of interest for use by the contract entities. **Delete this box after completing.**

RCW 39.34 allows cooperative agreements between public agencies and other political subdivisions, to share the work or results of work that each agency also has authority to independently perform. SMC 20.60.100 allows certain non-profits to also use these agreements. If a public agency files or has filed an Intergovernmental Cooperative Purchasing Agreement with the City Purchasing and Contracting Services Division, those agencies may utilize City contracts in lieu of their own selection process, as long as the contract meets the requirements requires of their local and state law. The Consultant may accept or decline such Work. If the Consultant accepts work from another public agency using the City of Seattle Agreement as the authority, the Consultant shall offer the same prices, terms and conditions. The City of Seattle accepts no responsibility for the choice of an agency to utilize the City contract, or for payment or performance.

6. PAYMENT.

Instructions: A more detailed payment explanation may be inserted by your department. It must include the maximum amount to be paid to the consultant per the scope, and benchmarks for when certain progress payments will be paid.

Roster contracts dollar values are limited to <http://inweb/contracting/bidlimits.htm> .

DELETE Option 1 below if this agreement is for a lump sum or paid per deliverable. Note: The lump sum payment option is used rarely and is best for short-term projects (3 months or less) and/or where it is impractical to make incremental monthly payments. A Lump-sum payment is a one-time, single payment for the completion of the Scope of Work and does not allow for monthly payments or payments in advance. **Delete this box after completing.**

- A. **Option 1** The Consultant will be reimbursed at a rate of \$ /hr. Total compensation under this Agreement shall not exceed \$ unless modified by a written amendment to this Agreement. The parties agree that the hourly rate includes all direct, indirect, and fixed fees for the project.
- A. **Option 2** This contract provides for a lump-sum payment negotiated based on cost to complete the Scope of Work, and shall include only those costs allowed under Part 31 of the Federal Acquisition Regulations (FAR), which are incorporated by reference. Total compensation under this Agreement shall not exceed \$ unless modified by a written amendment to this Agreement.

6.1 PAYMENT PROCEDURES.

Instructions: *Edit as appropriate for your department.* This section should be developed and inserted by the department contracting for services. Below is a sample for departments to edit. Note that given Prompt Pay (section 6.3 below); you should not limit it to less frequently than once per month. **Delete this box after completing.**

Option 1 The Consultant may submit invoices to the City as frequently as once per month during progress of work, for partial payment for work completed to date. Payment shall be made by the City to the Consultant upon the City's receipt of a properly prepared invoice containing the information listed below.

Option 2 - for lump-sum payments The Consultant may submit an invoice to the City for the full PAYMENT amount upon completion of all Work. Invoices requesting payment for partial completion of Work will not be approved. Payment shall be made by the City to the Consultant upon the City's receipt of a properly prepared invoice containing the information listed below:

Deliver all invoices and invoice/billing notices under this Agreement to:

Instructions: Delete the highlighted text after completion. Delete this box after completing.

If to the City:	If to the Consultant:
Seattle City Light Department Attn: A/P, Project Manager PO Box 94686 Seattle WA 98124-6986 (206) 684-3198	Firm Contact Firm Name Email / Phone Firm Address

See attached checklist for further instructions.

Invoices must clearly display the following (sub-consultants' invoices must also include this information):
<ul style="list-style-type: none"> • Invoice Date and Invoice Number • City Project Manager Name: (Please do not put PM's name in the address) • Department Contract No. • Contract Title: • Period covered by the invoice • Task # and title • Employee's name and classification • Employee's all-inclusive hourly rate and # of hours worked • Total labor costs per task • Itemization of direct, non-salary costs (per task, if so allocated) • The following Sub-Consultant payment information will be provided (attach Sub- Consultant invoices as backup): <ul style="list-style-type: none"> ○ Amount Paid to all Sub-Consultants for the invoice period (list separate totals for each Sub-Consultant). ○ Cumulative To-Date amount paid to all Sub-Consultants (list separate totals for each Sub-Consultant). • Cumulative costs per task and for the total project

Instructions: Delete paragraphs A and B below if not applicable. Delete this box after completing.

A. If there are any grant or loan monies involved in this Contract, the Consultant shall retain all required records for three years after the funding agency has audited the grant or loan. The funding agency shall be allowed access to such records for the same time duration.

Funding Agency	Project Grant or Loan Number.
_____	_____

Third Party Beneficiary. If there are ever any Department of Ecology grant monies involved in this Contract, the State Department of Ecology shall be designated as an express third party beneficiary with full rights as such.

- B. Payment from the Management Reserve Fund. For a Management Reserve Fund to be utilized on this Contract or any subsequent amendments it must already be identified on the associated exhibit for the estimated cost. The Management Reserve Fund is to provide the Department with flexibility to authorize additional funds for allowable unforeseen costs beyond those estimated for in the tasks of the Scope of Work, or for reimbursing the Consultant for additional work requested by the City toward completing the Scope of Work.

Payment from the Management Reserve Fund is at the sole discretion of the Department and must be authorized in writing before the Consultant performs the additional work. Such written authorization will include a description of the work that is to be performed and shall specify the amount of the payment, including, if applicable, any profit factor. Any fixed fee for work reimbursed from the Management Reserve Fund shall be negotiated at the time such work is assigned to the Consultant and shall be authorized in writing by the City.

The Consultant shall show separately and identify on its invoices all charges against the Management Reserve Fund.

6.2 REIMBURSABLES

Instructions: This section is the City travel policy. Delete, edit or keep. This should be used if there is travel or other reimbursables, and you do not have department-specific travel rules. Ensure every and any federal contract requirement is expressed, if applicable and additional to Section 4 item B above. Check for duplication of specifications about these items and delete this working or those within your own documents, as you prefer. **Delete this box after completing.**

If the Agreement specified reimbursables to be compensated by the City, the following limitations apply. If no travel or direct charges are identified and allowed in the Agreement, the City shall provide no reimbursement.

- A. City will reimburse the Consultant at actual cost for expenditures that are pre-approved by the City in writing and are necessary and directly applicable to the work required by this Contract provided that similar direct project costs related to the contracts of other clients are consistently accounted for in a like manner. Such direct project costs may not be charged as part of overhead expenses or include a markup. Other direct charges may include, but are not limited to the following types of items: travel, printing, cell phone, supplies, materials, computer charges, and fees of subconsultants.
- B. The billing for approved direct expenses shall include an itemized listing of charges supported by copies of original bills, invoices, expense accounts, subconsultant invoices, and other supporting documents used by the Consultant to generate invoice(s) to the City. The original supporting documents shall be available to the City for inspection upon request. All charges must be necessary for the services provided under this Contract.
- C. The City will reimburse the actual cost for travel expenses incurred as evidenced by copies of receipts (excluding meals) supporting such travel expenses, and in accordance with the City of Seattle Travel Policy, details of which can be provided upon request.
- D. **Airfare:** Pre-approved Airfare will be reimbursed at the actual cost of the airline ticket. The City will reimburse for Economy or Coach Fare only. Receipts detailing each airfare are required.
- E. **Meals:** Meals will be reimbursed at the Federal Per Diem daily meal rate (*excluding the "Incidental" portion of the published CONUS Federal M&I Rate*) for the city in which the work is performed. Receipts *may be required as documentation*. The invoice shall state, "The meals are being billed at the Federal Per Diem daily meal rate", and shall detail how many of each meal is being billed (e.g. the number of breakfasts, lunches, and dinners). The City will not reimburse for alcohol at any time.
- F. **Lodging:** Lodging will be reimbursed at actual cost incurred up to a maximum of the published Runzheimer Cost Index for the city in which the work is performed (*the current maximum allowed reimbursement amount can be provided upon request*). Receipts detailing each day / night lodging are required. The City will not reimburse for ancillary expenses charged to the room (e.g. movies, laundry, mini bar, refreshment center, fitness center, sundry items, etc.)
- G. **Vehicle mileage:** Vehicle mileage will be reimbursed at the [Federal Internal Revenue Service Standard Business Mileage Rate](#) in effect at the time the mileage expense is incurred. Please note: payment for mileage for long distances traveled will not be more than an equivalent trip round-trip airfare of a common carrier for a coach or economy class ticket.

- H. **Rental Car:** Rental car expenses will be reimbursed at the actual cost of the rental. Rental car receipts are required for all rental car expenses. The City will reimburse for a standard car of a mid-size class or less. The City will not reimburse for ancillary expenses charged to the car rental (e.g. GPS unit).
- I. **Miscellaneous Travel** (e.g. parking, rental car gas, taxi, shuttle, toll fees, ferry fees, etc.): Miscellaneous travel expenses will be reimbursed at the actual cost incurred. Receipts are required for each expense of \$10.00 or more.
- J. **Miscellaneous other business expenses** (e.g. printing, photo development, binding): Other miscellaneous business expenses will be reimbursed at the actual cost incurred and may not include a markup. Receipts are required for all miscellaneous expenses that are billed.
- K. For in-house expenses, the Consultant will provide backup documentation. Examples of these types of costs include copies and fees for rentals of specialized equipment such as surveying equipment, noise monitoring equipment and diving equipment. Any rental fees for equipment owned by the Consultant must have a standard backup rental rate sheet that applies to the Consultant's use of the equipment for clients.

Subconsultant: Subconsultant expenses will be reimbursed at the actual cost incurred. Copies of all Subconsultant invoices that are rebilled to the City are required.

6.3 PROMPT PAY.

Instructions: *Do not modify or remove this section.* For questions, call Steven Larson at 4-4529 or Julie Salinas at 4-0383. **Delete this box after completing.**

Definitions

- A. An invoice is considered received when it is date-stamped as received by the office of the recipient who is designated within this contract. If the invoice is not date-stamped or otherwise marked as received by a department, the date of the invoice will be considered the date the invoice is received.
- B. A payment is considered made on the day it is mailed or is available.
- C. Disputed items include, but are not restricted to, improperly prepared invoices, lack of appropriate supporting documentation, unapproved staff or staff rates on the invoice, and unsatisfactory work product or services.

Prompt Payment to Consultant

- A. **Timely Payment:** Except as provided otherwise herein, payment for an invoice will be issued and mailed to the Consultant within thirty (30) calendar days of receipt of the invoice.
- B. **Disputed Items:** The City may withhold payment for disputed items. The City will promptly notify the Consultant in writing, outlining the disputed items, the amount withheld and actions the Consultant must take to resolve the disputed items. The City default is to delay payment until a revised invoice is submitted and approved. However, the Consultant may request partial payment for the approved amounts, if the unapproved amount represents a small share of the total invoice. The City shall pay the revised invoice within thirty (30) calendar days of receipt.
- C. **Legal Fees:** In any action brought to collect interest due under this Section, the prevailing party is entitled to an award of reasonable attorney fees.

Prompt Payment to Subconsultants

- A. **Cut-Off Date:** Except as provided otherwise herein, payment for an invoice will be made to a subconsultant within thirty (30) calendar days of receipt by the Consultant. The Consultant may establish a monthly cut-off date of (*to be established by Prime*) that subconsultants must submit an invoice in order to assure 30-day payment.

- B. Disputed Items: The Consultant may withhold payment for disputed items. The Consultant will promptly notify the subconsultant in writing, outlining disputed items, the amount withheld and actions the subconsultant must take to resolve the disputed item(s). Such withheld amounts are limited only to items in dispute. The subconsultant can request partial payment for the approved amounts, or that the Consultant delay their entire payment until a revised invoice is submitted to and accepted by the Consultant. The Consultant shall pay the revised invoice within thirty (30) calendar days of receipt.
- C. Flow-Down Clauses: The Consultant shall require this provision in each subcontract of any tier.

6.4 SUBCONSULTANT PAYMENTS REPORTING REQUIREMENTS.

Instructions: This Section is to be included when the Consultant has subconsultants. For questions, call Steven Larson at 4-4529 or Julie Salinas at 4-0383. **Delete this box after completing.**

The Consultant shall report payments made to each Subconsultant through B2GNow at:
<https://seattleconsulting.diversitycompliance.com/>

- 1) The Consultant shall report the first Subconsultant payment report no later than the 15th of the first month following issuance of the first payment made by the City to the Consultant, unless otherwise specified by the department.
- 2) Subsequent monthly Subconsultant payment reports shall be submitted by the 15th day of every month thereafter.
- 3) The last Subconsultant payment report shall be marked as "Final" in B2GNow and shall be submitted no later than 30 Days after the expiration of the Agreement.
- 4) The Consultant shall require each Subconsultant to verify each payment through B2GNow.
- 5) The Consultant is responsible for ensuring that all Subconsultants working on the contract (WMBE and Non-WMBE) entered in the B2GNow System for payment reporting purposes.
- 6) The Consultant shall require each Subconsultant to register on the City's Online Business Directory prior to completing the first online report.
<http://www.seattle.gov/contracting/registration.htm>.
- 7) The Consultant shall also require its Subconsultants to report payments made to any lower tier Subconsultants, if any, in the same manner as specified herein.
- 8) The City reserves the right to withhold payments from the Consultant for non-compliance with this section.

The Consultant may contact Kara Williams at (206) 684-3641 or the City Purchasing and Contracting Services (CPCS), City of Seattle, Department of Finance and Administrative Services at (206) 684-0444 for technical assistance in submitting the required reports.

7. TAXES, FEES AND LICENSES.

- A. The Consultant shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. It is the Consultant's sole responsibility to monitor and determine any changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. Where required by state statute, ordinance or regulation, the Consultant shall pay and maintain in current status all taxes necessary for performance. The Consultant shall not charge the City for federal excise taxes. The City will furnish Consultant an exemption certificate where appropriate.

- C. As authorized by SMC, the Director of Finance and Administrative Services may withhold payment pending satisfactory resolution of unpaid taxes and fees due the City.

8. ADDRESSES FOR NOTICES AND DELIVERABLE MATERIALS.

Instructions: Select Option 1 or 2 and delete the other. Delete this box after completing.

Option 1 See section 6.1 PAYMENT PROCEDURES

Option 2 Deliver all official notices and deliverable materials under this Agreement to:

If to the City:	If to the Consultant:
Seattle City Light Department Attn: A/P, Project Manager PO Box 94686 Seattle WA 98124-6986 (206)684-3198	Firm Contact FirmName email/phone Firm Address

9. EQUAL BENEFITS.

This provision applies to all contracts valued at \$49,000 or above, including amendments. The Consultant shall comply with SMC Ch. 20.45 and Equal Benefit Program Rules, which require the Consultant to provide the same or equivalent benefits (“equal benefits”) to domestic partners of employees as the Consultant provides to spouses of employees. At the City’s request, the Consultant shall provide information and verification of the Consultant’s compliance. Any violation of this Section is material breach, for which the City may exercise enforcement actions or remedies defined in SMC Chapter 20.45.

10. SOCIAL EQUITY REQUIREMENTS.

Instructions: Select Option 1 or Option 2 for section B and delete the other. Option 2 requires an Inclusion Plan for contracts estimated at \$289,000 or more. Call Steven Larson at 684-4529 or Julie Salinas at 684-0383 if you have questions. Note: If the project is federally funded, different requirements may apply, e.g., instead of WMBE requirements, DBE requirements may apply. **Delete this box after completing.**

- A. Non-discrimination: The Consultant shall not discriminate against any employee or applicant for employment because of race, color, age, sex, marital status, sexual orientation, gender identity, political ideology, creed, religion, ancestry, national origin, honorably discharged veteran or military status or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. The Consultant shall affirmatively try to ensure applicants are employed, and employees are treated equally during employment, without regard to race, color, age, sex, marital status, sexual orientation, gender identify, political ideology, creed, religion, ancestry, national origin, honorably discharged veteran or military status or the presence of any sensory, mental or physical handicap. Such efforts include, but are not limited to employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other compensation, and training.
- B. WMBE Inclusion: The Consultant shall seek inclusion of woman and minority businesses (WMBEs) for subcontracting. A WMBE is one that self-identifies to be at least 51% owned by a woman and/or minority. Such firms do not have to be certified by the State of Washington but must be registered in the City Online Business Directory.

(Option #1 Inclusion Plan NOT required) Inclusion efforts may include the use of solicitation lists, advertisements in publications directed to minority communities, breaking down total requirements into smaller tasks or quantities where economically feasible, making schedule or requirement modifications that assist WMBE businesses to compete, targeted recruitment, mentorships, using consultants or minority community organizations for outreach, and selection strategies that result in greater subconsultant diversity.

(Option #2 Inclusion Plan IS required) Inclusion responsibilities shall include those commitments agreed upon between the City and the Consultant as a result of the WMBE Inclusion Plan submitted with the Consultant Proposal and as agreed upon by the City. The Inclusion Plan is incorporated

herein by this reference as an Attachment.

- C. Paid Sick Time and Safe Time Ordinance: The Consultant shall be aware that the City has a Paid Sick Time and Safe Time ordinance that requires companies to provide employees who work more than 240 hours within a year inside Seattle, with accrued paid sick and paid safe time for use when an employee or a family member needs time off from work due to illness or a critical safety issue. The ordinance applies to employers, regardless of where they are located, with more than four full-time equivalent employees. This is in addition and additive to benefits a worker receives under prevailing wages per WAC 296-127-014(4). City contract specialists may audit payroll records or interview workers as needed to ensure compliance to the ordinance. Please see <http://www.seattle.gov/laborstandards>, or you may call the Office of Labor Standards at 206-684-4500.
- D. Other Labor Standards Requirements: The Consultant shall comply to the extent applicable, with the City's Minimum Wage labor standards as required by SMC 14.19, setting wage standards for employees working within city limits as well as the Wage Theft labor standards as required by SMC 14.20, setting basic requirements for payment of wages and tips for employees working within city limits and providing various payment documentation to employees.

11. PROTECTION OF PROPERTY

Consultant is responsible for protecting its person and property at all times, including but not limited to supplies and equipment to perform services hereunder; Consultant releases and agrees to hold the City harmless from liability for losses or damages or any kind sustained by Consultant in performing the services required hereunder.

12. INDEMNIFICATION.

Instructions: *This indemnification language is for any contract, whether engineering, architecture, or any other service. Departments can make decisions when modifying indemnification, and may ask Law for advice if you chose. Delete this box after completing.*

Consultant shall defend, indemnify, and hold the City harmless from and against all claims, demands, losses, damages or costs, including but not limited to damages arising out of bodily injury or death to persons and damage to property, caused by or resulting from:

- the sole negligence or willful misconduct of Consultant, its officers, employees, agents or subconsultants;
- the concurrent negligence of Consultant, its officers, employees, agents or subconsultants but only to the extent of the negligence of Consultant, its officers, employees, agents or subconsultants;
- the negligent performance or non-performance of the contract by the Consultant; or
- the use of any design, process, or equipment that constitutes an infringement of any patent in effect, or violates any other intellectual proprietary interest, including copyright, trademark, and trade secret.

Consultant waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the City and its officials, agents or employees.

13. INSURANCE.

Instructions: **Select Option 1 or 2 and delete the other.** *The insurance provisions included below are general purpose. For a consultant agreement, it may be necessary to increase or decrease the coverages and requirements. Departments should evaluate, with the advice of FAS Risk Management, the appropriate types and amounts of insurance coverage for each contract. Departments are required to contact the Risk Management office to determine the insurance requirements for consultant services that pose a "high" risk to the City, per the Risk Management Checklist. For more detailed descriptions of the Risk Management process for consultant contracts, including insurance documentation requirements, please refer to the Consultant Contracting Guidelines and/or Risk Management InWeb. Delete this box after completing.*

Option 1 Insurance certification is not required. However, the Consultant agrees that it will maintain premises operations and vehicle liability insurance in force with coverages and limits of liability typically maintained by consultants performing work of a scope and nature similar to that called for under this Agreement, but in no event less than the coverages and/or limits required by Washington state law. Such insurance shall include "The City of Seattle" as an additional insured for primary and non-contributory limits of liability. Workers compensation insurance shall also be maintained if required by Washington state law.

Option 2 Insurance certification and additional insured endorsement policy must be submitted to the City. See attached "INSURANCE REQUIREMENTS AND TRANSMITTAL FORM."

14. AUDIT.

Upon request, the Consultant shall permit the City and any other governmental agency ("Agency") involved in funding of the Work, to inspect and audit all pertinent books and records. This includes work of the Consultant, any subconsultant, or any other person or entity that performed connected or related Work. Such books and records shall be made available at any and all times deemed necessary by the Agency, including up to six years after final payment or release of withheld amounts. Such inspection and audit shall occur in King County, Washington or other reasonable locations that the Agency selects. The Consultant shall permit the Agency to copy books and records. The Consultant shall ensure that inspection, audit and copying rights of the Agency is a condition of any subcontract, agreement or other arrangement under which any other person or entity may perform work under this Agreement.

15. INDEPENDENT CONSULTANT.

- A. The Consultant is an independent Consultant. This Agreement does not intend the Consultant to act as a City employee. The City has neither direct nor immediate control over the Consultant nor the right to control the manner or means by which the Consultant works. Neither the Consultant nor any Consultant employee shall be an employee of the City. This Agreement prohibits the Consultant to act as an agent or legal representative of the City. The Consultant is not granted express or implied rights or authority to assume or create any obligation or responsibility for or in the name of the City, or to bind the City. The City is not liable for or obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay social security or other tax that may arise from employment. The Consultant shall pay all income and other taxes as due. The Consultant may perform work for other parties; the City is not the exclusive user of the services that the Consultant provides.
- B. If the City needs the Consultant to Work on City premises and/or with City equipment, the City may provide the necessary premises and equipment. Such premises and equipment are exclusively for the Work and not to be used for any other purpose.
- C. If the Consultant works on the City premises using City equipment, the Consultant remains an independent Consultant. The Consultant will notify the City Project Manager if s/he or any other Workers are within 90 days of a consecutive 36-month placement on City property. If the City determines using City premises or equipment is unnecessary to complete the Work, the Consultant will be required to work from its own office space or in the field. The City may negotiate a reduction in Consultant fees or charge a rental fee based on the actual costs to the City, for City premises or equipment.

16. KEY PERSONS.

The Consultant shall not transfer or reassign any individual designated in this Agreement as essential to the Work, without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Consultant's employment, the Consultant shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Consultant from its obligations under this Agreement.

17. ASSIGNMENT AND SUBCONTRACTING.

The Consultant shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Consultant shall incorporate by reference this Agreement, except as otherwise provided. The Consultant shall ensure that all subconsultants comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the consultant from

liability or any obligation within this Agreement, whether before or after City consent, assignment, or subcontract.

18. CITY ETHICS CODE (SMC 4.16.010 TO .105).

- A. The Consultant shall promptly notify the City in writing of any person expected to be a Consultant Worker (including any Consultant employee, subconsultant, principal, or owner) and was a former City officer or employee within the past twelve (12) months.
- B. The Consultant shall ensure compliance with the City Ethics Code by any Consultant Worker when the Work or matter related to the Work is performed by a Consultant Worker who has been a City officer or employee within the past two years.
- C. The Consultant shall provide written notice to the City of any Consultant worker who shall or is expected to perform over 1,000 hours of contract work for the City within a rolling 12-month period. Such hours include those performed for the Consultant and other hours that the worker performed for the City under any other contract. Such workers are subject to the City Ethics Code, SMC 4.16. The Consultant shall advise their Consultant Workers.
- D. The Consultant shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work or meals) to any City employee, volunteer or official that is intended, or may appear to a reasonable person to be intended, to obtain or give special consideration to the Consultant. Promotional items worth less than \$25 may be distributed by the Consultant to City employees if the Consultant uses the items as routine and standard promotional materials. Any violation of this provision may cause termination of this Agreement. Nothing in this Agreement prohibits donations to campaigns for election to City office, so long as the donation is disclosed as required by the election campaign disclosure laws of the City and of the State.
- E. Campaign Contributions (Initiative Measure No. 122): Elected officials and candidates are prohibited from accepting or soliciting campaign contributions from anyone having at least \$250,000 in contracts with the City in the last two years or who has paid at least \$5,000 in the last 12 months to lobby the City. Please contact Polly Grow at polly.grow@seattle.gov for more information about the measure, or call the Ethics Director with questions at 206-615-1248.

19. NO CONFLICT OF INTEREST.

The Consultant confirms that the Consultant or workers have no business interest or a close family relationship with any City officer or employee who was or will be involved in the consultant selection, negotiation, drafting, signing, administration or evaluation of the Consultant's work. As used in this section, the term Consultant includes any worker of the Consultant who was, is, or will be, involved in negotiation, drafting, signing, administration or performance of the Agreement. The term close family relationship refers to: spouse or domestic partner, any dependent parent, parent-in-law, child, son-in-law, daughter-in-law; or any parent, parent in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a City officer or employee described above.

20. ERRORS AND OMISSIONS, CORRECTIONS.

Consultant is responsible for professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by or on the behalf of the Consultant under this Agreement. Consultant, without additional compensation, shall correct or revise errors or mistakes in the designs, drawings, specifications, and/or other consultant services immediately upon notification by the City. The obligation provided for in this Section regarding acts or omissions resulting from this Agreement survives Agreement termination or expiration.

21. INTELLECTUAL PROPERTY RIGHTS.

- A. Copyrights. The Consultant shall retain the copyright (including the right of reuse) to all materials and documents prepared by the Consultant for the Work, whether or not the Work is completed. The Consultant grants to the City a non-exclusive, irrevocable, unlimited, royalty-free license to use copy and distribute every document and all the materials prepared by the Consultant for the City under this Agreement. If requested by the City, a copy of all drawings, prints, plans, field notes, reports, documents, files, input materials, output materials, the media upon which they are located (including cards, tapes, discs, and other storage facilities), software program or packages (including source code or codes, object codes, upgrades, revisions, modifications, and any related materials and/or any other related documents or materials developed solely for and paid for by the City to perform the Work, shall be promptly delivered to the City.

- B. Patents: The Consultant assigns to the City all rights in any invention, improvement, or discovery, with all related information, including but not limited to designs, specifications, data, patent rights and findings developed with the performance of the Agreement or any subcontract. Notwithstanding the above, the Consultant does not convey to the City, nor does the City obtain, any right to any document or material utilized by the Consultant created or produced separate from the Agreement or was pre-existing material (not already owned by the City), provided that the Consultant has identified in writing such material as pre-existing prior to commencement of the Work. If pre-existing materials are incorporated in the work, the Consultant grants the City an irrevocable, non-exclusive right and/or license to use, execute, reproduce, display and transfer the pre-existing material, but only as an inseparable part of the work.
- C. The City may make and retain copies of such documents for its information and reference with their use on the project. The Consultant does not represent or warrant that such documents are suitable for reuse by the City or others, on extensions of the project or on any other project.

22. NON-DISCLOSURE AGREEMENT

Instructions: Select Option 1 or 2 and delete the other. Delete this box after completing.

Option 1 No Signed Non-Disclosure Agreement is required

Option 2 A signed Non-Disclosure Agreement is required and is attached and made part of this Agreement

23. PROPRIETARY AND CONFIDENTIAL INFORMATION.

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) all materials received or created by the City of Seattle are considered public records. These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other bid material.

The State of Washington's Public Records Act requires that public records must be promptly disclosed by the City upon request unless that RCW or another Washington State statute specifically exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (Reference RCW 42.56 and RCW 19.108).

As mentioned above, all City of Seattle offices ("the City") are required to promptly make public records available upon request. However, under Washington State Law some records or portions of records may be considered legally exempt from disclosure. A list and description of records identified as exempt by the Public Records Act can be found in RCW 42.56 and RCW 19.108.

If the City receives a public disclosure request for any records or parts of records that Contractor has properly and specifically listed on the City Non-Disclosure Request Form (Form) submitted with Contractor's bid/proposal, or records that have been specifically identified in this contract, the City will notify Contractor in writing of the request and will postpone disclosure. While it is not a legal obligation, the City, as a courtesy, will allow Contractor up to ten business days to obtain and serve the City with a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If you fail to obtain a Court order and serve the City within the ten days, the City may release the documents.

The City will not assert an exemption from disclosure on Contractor's behalf. If Contractor believes that its records are exempt from disclosure, Contractor is obligated to seek an injunction under RCW 42.56.540. Contractor acknowledges that the City will have no obligation or liability to Contractor if the records are disclosed.

24. DISPUTES.

Any dispute or misunderstanding that may arise under this Agreement, concerning the Consultant's performance, shall first be through negotiations, if possible, between the Consultant's Project Manager and the City's Project Manager. It shall be referred to the Director and the Consultant's senior executive(s). If such officials do not agree upon a decision within a reasonable period of time, either party may decline or discontinue such discussions and may then pursue the legal means to resolve such disputes, including but not limited to alternative dispute resolution processes. Nothing in this dispute process shall mitigate the rights of the City to terminate the contract. Notwithstanding all of the above, if

the City believes in good faith that some portion of the Work has not been completed satisfactorily, the City may require the Consultant to correct such work prior to the City payment. The City will provide to the Consultant an explanation of the concern and the remedy that the City expects. The City may withhold from any payment otherwise due, an amount that the City in good faith finds to be under dispute, or if the Consultant provides no sufficient remedy, the City may retain the amount equal to the cost to the City for otherwise correcting or remedying the work not properly completed.

25. TERMINATION.

- A. For Cause: The City may terminate this Agreement if the Consultant is in material breach of this Agreement, and such breach has not been corrected to the City's reasonable satisfaction in a timely manner.
- B. For Reasons Beyond Control of the Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control.
- C. For City's Convenience: The City may terminate this Agreement without cause and including the City's convenience, upon written notice to the Consultant.
- D. Notice: Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than five (5) business days prior to the effective date of termination.
- E. Actions upon Termination: if termination occurs and is not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to termination, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses, liabilities, damages, taxes and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.
- F. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

26. CONSULTANT PERFORMANCE EVALUATION.

The Consultant's performance will be evaluated by the City at the conclusion of the contract. The Evaluation template can be viewed <http://www.seattle.gov/contracting/docs/ccPE.doc>.

27. DEBARMENT.

Federal Debarment: The Consultant shall immediately notify the City of any suspension or debarment or other action that excludes the Consultant or any subconsultant from participation in Federal contracts. Consultant shall verify all subconsultants intended and/or used by the Consultant for performance of City Work are in good standing and are not debarred, suspended or otherwise ineligible by the Federal Government. Debarment shall be verified at <https://www.sam.gov>. Consultant shall keep proof of such verification of subconsultant debarment status within the Consultant records.

City of Seattle Debarment: Under SMC Chapter 20.70, the Director of City Purchasing and Contracting Services (CPCS), as hereby delegated by the Director of Finance and Administrative Services, may debar and prevent a Consultant from contracting or subcontracting with the City for up to five years after determining the Consultant:

- A. Received overall performance evaluations of deficient, inadequate, or substandard performance on three or more City contracts;
- B. Failed to comply with City ordinances or contract terms, including but not limited to, ordinance or contract terms related to woman and minority business utilization, discrimination, equal benefits, or other state, local or federal non-discrimination laws;
- C. Abandoned, surrendered, or failed to complete or to perform work on or for a City contract;
- D. Failed to comply with contract provisions, including but not limited to quality of workmanship, timeliness of performance, and safety standards;

- E. Submitted false or intentionally misleading documents, reports, invoices, or other statements to the City in connection with a contract;
- F. Colluded with another firm to restrain competition;
- G. Committed fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a contract for the City or any other government entity;
- H. Failed to cooperate in a City debarment investigation.

The CPCS Director or designee may issue an Order of Debarment under the SMC 20.70.050. Rights and remedies of the City under these provisions are besides other rights and remedies provided by law or under the Agreement.

28. MISCELLANEOUS PROVISIONS.

- A. Amendments: No modification of this Agreement shall be effective unless in writing and signed by an authorized representative of each of the parties hereto.
- B. Background Checks and Immigrant Status: The City may require background checks for some or all of the employees that may perform work under this Agreement. The City reserves the right to require such background checks at any time. The City has strict policies regarding the use of such background checks, criminal checks and immigrant status for contract workers. The policies are incorporated into the contract and available for viewing on-line at <http://www.seattle.gov/city-purchasing-and-contracting/social-equity/background-checks>
- C. Binding Agreement: This Agreement shall not be binding until signed by both parties. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
- D. Americans with Disabilities Act (ADA): [~~Delete the rest of the paragraph below and type in "RESERVED" if not applicable~~] Specific attention by the designer is required in association with the Americans with Disabilities Act (ADA) 42 U.S.C. 12101-12213 and 47 U.S.C. 225 and 611, its requirements, regulations, standards and guidelines, which were updated in 2010 and are effective and mandatory for all State and local government facilities and places of public accommodation for construction projects including alteration of existing facilities, as of March 15, 2012. The City advises that the requirements for accessibility under the ADA, may contain provisions that differ substantively from accessibility provisions in applicable State and City codes, and if the provisions of the ADA impose a greater or equal protection for the rights of individuals with disabilities or individuals associated with them than the adopted local codes, the ADA prevail unless approval for an exception is obtained by a formal documented process. Where local codes provide exceptions from accessibility requirements that differ from the ADA Standards; such exceptions may not be permitted for publicly owned facilities subject to Title II requirements unless the same exception exists in the Title II regulations. It is the responsibility of the designer to determine the code provisions.
- E. Federal and State Compliance: The Consultant, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Seattle; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Consultant shall comply with the requirements of this Section.
- F. Venue: This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in the Superior Court of King County.
- G. Remedies Cumulative: Rights under this Agreement are cumulative and nonexclusive of any other remedy of law or in equity.
- H. Captions: The titles of sections or subsections are for convenience only and do not define or limit the contents.
- I. Severability: If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- J. Waiver: No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Consultant after the time the same shall have become due nor payment to the Consultant for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.

- K. Entire Agreement: This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Consultant. The solicitation (Request for Proposal or Solicitation for Qualifications), Addenda, Consultants Proposal, and Consultants WMBE Inclusion Plan, are each explicitly included as Attachments material to the Agreement. Where there are conflicts between these documents, the controlling document will first be this Agreement as amended, the WMBE Inclusion Plan as adopted, the Consultant's Proposal, then the City Solicitation documents. If conflict occurs between contract documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this contract to afford the City the maximum benefits.
- L. Negotiated Agreement: The parties acknowledge this is a negotiated agreement, that they have had this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any party based on such party's draftsmanship.
- M. No personal liability: No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Contract, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.
- N. SCL CAD Standards: If applicable to the work, Consultant shall provide final CAD as-builts, in accordance with the Seattle City Light CAD Requirements for Consultants, which can be obtained from the SCL Project Manager for this Project or the SCL Procurement and Contracting Office.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

CONSULTANT

**CITY OF SEATTLE
Seattle City Light Department**

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

City of Seattle Business License Number: _____
Washington State Unified Business Identifier Number (UBI): _____

Attachments:

- Consultant Questionnaire (required above \$8K) – *to be returned with your signed Agreement.*
- <http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/3ConsultantQuestionnaire.docx>
- Exhibit **XX** - Scope of Work (if applicable)
- Invoice Payment Package
- Insurance Transmittal form – *proof of certification and blanket/additional insured endorsement wording coverage for the City of Seattle should be submitted with your signed Agreement.*

Seattle City Light Invoice Guidelines

These guidelines are here to help you as the consultant get paid promptly. Verify that all applicable information is included in your invoice.

General Invoice Information

- Invoices should be submitted on a timely basis, but no later than thirty calendar days from the date charges were incurred.
- Unless otherwise specified in the purchase order or contract, mail all original hard paper invoices and billings to:

Seattle City Light
Attn: A/P, Project Manager _____
PO Box 94686
Seattle, WA 98124-6986

- Payment will be made on the basis of an original invoice only that is delivered by the US Postal Service. No copies (e.g. photocopy, fax, e-mail with PDF attachment) will be accepted for payment processing unless specifically requested by the Accounts Payable Manager.
- Statements or faxed invoice copies labeled “original to follow” or “Proforma” will not be processed for payment.
- Charges for different purchase orders or contracts cannot be comingled or combined on the same invoice.
- Original invoices must be mailed to the address indicated above and should not be released to individuals picking up orders on a will-call basis, nor should they be left with the receiver at the time of delivery. Accounts Payable cannot guarantee receipt of the original invoice unless it is mailed to the address indicated above.

Invoice Summary Pages

All invoices should include the following information in the header on the 1st summary page, which can be an Excel spreadsheet or printout from your billing software:

- Consultant company name
- Seattle City Light contract title
- Seattle City Light contract number
- Seattle City Light contract balance
- Seattle City Light contract end date
- Seattle City Light Project Manager’s name
- For purchases only: Seattle City Light Purchase Order (PO) or Direct Voucher (DV) number
- Unique invoice number
- Invoice date
- Period covered by invoice
- Payment terms
- Consultant street address
- Ship to address (where Consultant ships deliverables to Seattle City Light)
- Bill to address (invoice sent to Seattle City Light Accounts Payable PO box)
- Remit to address (where Seattle City Light sends payment to Consultant)
- Consultant company contact name/email/phone number

If the 1st summary page doesn't have all of this information, you will have to correct the invoice and send it again, delaying payment. On the same page, there should be a list comprised of total labor cost, total reimbursable expense, and total sub-consultant cost. These cost categories should add up to show the total invoice amount. The total invoice amount should be within the contract balance (money available for work).

On the 2nd summary page, there should be a breakdown of each cost category (see sample invoice). Each cost listed on this page requires a detailed receipt (except for meals) marked with a unique page number on the list and the receipt itself (for easy reference). In addition to the cost category breakdown, there should be a total cost per task associated with the project which should add up to the total invoice amount.

Labor Cost Pages

The labor cost category should come directly after the summary pages and should include a total labor cost page as well as a labor cost by task page (see sample invoice). These can be Excel spreadsheets or printouts of your own billing software. On the total labor cost page, the following information should be included:

- Names of employees involved (alphabetically ordered by last name)
- Title/billing classification of each employee
- Billing rate of each employee (decided in contract formation, incorporates potential overtime, overhead costs etc.)
- Each employee's total hours working on project
- Billable amount for each employee (labor rate * hours worked)
- Total hours worked by all employees
- Total billable amount

The labor costs by task page details the specific tasks each employee worked on while involved with the project. The following information should be included (see sample invoice):

- Names of employees involved (alphabetically ordered by last name)
- General task employees worked on with number and name
- Sub-task numbering
- Sub-task description. This should be the exact activity the employee was doing
- Date (or range of dates) the sub-task was performed
- Hours spent on each sub-task
- Billing labor rate of the employee
- Billable amount for each employee per sub-task

A task is a general component of the project that employees work on and is broken down into sub-tasks which detail the actions taken to complete the task. It's important to be specific and concise with sub-task descriptions. Together, the tasks and sub-tasks should encompass all employee work done on the project (see sample invoice).

Reimbursable Expense Pages

Categories

- Transportation
 - Airfare
 - Rental vehicle
 - Taxi/public transportation
 - Fuel
 - Personal vehicle mileage

- Parking
- Meals
 - Breakfast
 - Lunch
 - Dinner
- Lodging
 - Hotel/motel
- Communication
 - Postage & shipping
 - Phone use
- Miscellaneous
 - Supplies
 - Reproduction
 - Other

For all reimbursable expenses (except for Federal Per Diem meals), you must attach a detailed receipt of the purchase that includes the specific item bought, name of the purchaser, exact dollar amount paid, name of the place it was bought from, and date/time that it was bought. Credit card statements are not sufficient (unless your invoice doesn't show you've paid). When listing a reimbursable expense on the invoice, you must categorize it in one of the sections above and include a page number on the receipt that matches where it's listed on the cover page (see sample invoice). Expenses of the same category should be grouped together and in the order they appear on the 2nd summary page.

Airfare expenses should be a detailed receipt that shows the ticket issue date, ticket amount, and places you are travelling to and from. It must also show the ticket was paid in full or the employee must provide the ticket receipt and credit card statement as proof of payment. As stated in the contract, Seattle City Light will only reimburse for coach or economy travel.

Personal vehicle mileage will be reimbursed by Seattle City Light at the Federal Internal Revenue Service Standard Business Mileage Rate, currently 57.5 cents per mile. You must fill out the mileage log or include Google maps directions in the sample invoice to receive reimbursement.

For lodging, the hotel/motel expense cannot exceed the Runzheimer lodging rate (including tax and tips), which is subject to change (see sample invoice):

- Seattle: \$217.23
- Spokane: \$162.76
- Tacoma: \$175.81

Note that Runzheimer rates only apply to lodging. The hotel folio must show the invoice was paid in full or the employee must provide the hotel folio and credit card statement as proof of payment.

For meals, Seattle City Light contracts state that you must use the Federal per Diem rates for reimbursement:

- Daily Meal Per Diem: \$66.00 (including tax and tip)*
 - Breakfast: \$13.86* (21%) If flight leaves before 8:00 AM. If driving, employee must leave before 6:00 AM to qualify for breakfast
 - Lunch \$15.18* (23%) If travel is between 2:00 and 6:00 PM
 - Dinner \$36.96* (56%) If travel is after 6:00 PM

For each employee, you must list the number of breakfasts, lunches, and dinners they qualify for, including the dates and times of arrival and departure (see sample invoice).

*Federal Per Diem rate is subject to change. Check the Federal website for the most updated rates.

Sub-Consultant Cost Pages

If you are using sub-consultants to perform some work on the project, you must include a detailed invoice from them. Similarly, to your invoice, this invoice should include the following in the header:

- Consultant company name
- Seattle City Light Contract Title
- Unique invoice number
- Invoice date
- Period covered by invoice
- Payment terms
- Company street address
- Ship to address (if different than company address)
- Sub-consultant company contact name/email/phone number

The labor portion of sub-consultant invoices should have the same two pages: a total labor cost page and a labor cost by task page (see above and sample invoice). If the sub-consultant has necessary reimbursable expenses the invoice must include a numbered detailed receipt.

<h1>Sample Invoice</h1>					
Consultant Name	Construction Consulting Inc.			Summary Page 1	
SCL Contract Title	SCL Building Renovation				
SCL Contract Number	2015-DS-0001				
SCL Project Manager Name	John Smith				
Unique Invoice #	123456				
Invoice Date	7/31/2015				
Invoice Period	1/31/2015-7/15/2015				
Payment Terms	Net 30				
Company Street Address	1000 Main Ave. suite #1000. Seattle, WA 98122				
Ship to Address	SSC, PO Box 1000, Seattle, WA 98121				
Remit to Address	1000 Main Ave. suite #1000. Seattle, WA 98122				
Bill to Address	Seattle City Light, A/P - PM Mary Jane, PO BOX 34203, Seattle, WA 98124				
Consultant Contact	Consultant Employee, ConsultantEmployee@ConstructionCo.com, (206) 123-1234				
Total Labor Costs	\$		18,750.00		
Total Reimbursable Expenses	\$		3,674.00		
Total Subconsultant Costs	\$		16,000.00		
Total Invoice Cost	\$		38,424.00		

		Summary Pa
Labor Costs		
Page Number	Employee	Amount
A1-A2	Employee 1	\$ 7,500.00
A1-A2	Employee 2	\$ 6,000.00
A1-A2	Employee 3	\$ 3,750.00
A1-A2	Employee 4	\$ 1,500.00
Cover Page	Total Labor Costs	\$ 18,750.00
Reimbursable Expenses		
Page Number	Category	Amount
B1-B4	Transportation: Airfare	\$ 2,000.00
C1	Transportation: Rental Vehicle	\$ 500.00
D1	Transportation: Fuel	\$ 20.00
E1	Transportation: Vehicle Mileage	\$ 15.00
F1	Transportation: Parking	\$ 20.00
F2-F3	Transportation: Taxi	\$ 30.00
G1	Transportation: Public Transportation	\$ 10.00
H1	Lodging: Hotel	\$ 400.00
I1	Meals: Breakfast	\$ 55.44
I1	Meals: Lunch	\$ 60.72
I1	Meals: Dinner	\$ 147.84
J1	Miscellaneous: Supplies	\$ 400.00
K1	Miscellaneous: Postage & Shipping	\$ 15.00
Cover Page	Total Reimbursable Expenses	\$ 3,674.00
Subconsultant Costs		
Page Number	Subconsultant	Amount
L1	Subconsultant 1	\$ 4,000.00
M1	Subconsultant 2	\$ 4,000.00
N1	Subconsultant 3	\$ 4,000.00
O1	Subconsultant 4	\$ 4,000.00
Cover Page	Total Subconsultant costs	\$ 16,000.00
Cover Page	Total Invoice Cost	\$38,424.00

Costs Per Task		
Task	Sub Task Range	Amount
01 Buildings	01.01-01.04	\$ 13,861.50
02 Electrical	02.01-02.04	\$ 9,062.50
03 Piping	03.01-03.04	\$ 7,562.50
04 Equipment Installation	04.01-04.04	\$ 7,937.50
Cover Page	Total Invoice Cost	\$38,424.00

Project	SCL Building Renovation				Page A1
Purchase Order	65000-CC				
Invoice Number	123456				
Invoice Date	7/31/2015				

Total Labor Costs					
Name	Title/Billing Classification	Base Rate	Labor Rate	Hours	Amount
Employee 1	Project Manager I	\$ 50.00	\$ 75.00	100	\$ 7,500.00
Employee 2	Engineer II	\$ 40.00	\$ 60.00	100	\$ 6,000.00
Employee 3	Engineer I	\$ 25.00	\$ 37.50	100	\$ 3,750.00
Employee 4	Designer I	\$ 20.00	\$ 30.00	50	\$ 1,500.00
Total Labor				350	\$ 18,750.00

Project	SCL Building Renovation				Page A2
Purchase Order	65000-CC				
Invoice Number	123456				
Invoice Date	7/31/2015				

Labor Costs by Task							
Name	Task	Sub Task	Sub Task Description	Date	Hours	Labor Rate	Amount
Employee 1	01 Buildings	01.01	Building improvement management	7/25/2015	50	\$ 75.00	\$ 3,750.00
Employee 1	02 Electrical	02.01	Electrical wiring management	7/25/2015	15	\$ 75.00	\$ 1,125.00
Employee 1	03 Piping	03.01	Piping installation management	7/25/2015	15	\$ 75.00	\$ 1,125.00
Employee 1	04 Equipment Installation	04.01	Equipment installation management	7/25/2015	20	\$ 75.00	\$ 1,500.00
Employee 2	01 Buildings	01.02	Building wall renovation	7/25/2015	25	\$ 60.00	\$ 1,500.00
Employee 2	02 Electrical	02.02	Electrical wiring installation	7/25/2015	25	\$ 60.00	\$ 1,500.00
Employee 2	03 Piping	03.02	Piping installation	7/25/2015	25	\$ 60.00	\$ 1,500.00
Employee 2	04 Equipment Installation	04.02	Equipment installation	7/25/2015	25	\$ 60.00	\$ 1,500.00
Employee 3	01 Buildings	01.03	Building wall renovation	7/25/2015	25	\$ 37.50	\$ 937.50
Employee 3	02 Electrical	02.03	Electrical wiring installation	7/25/2015	25	\$ 37.50	\$ 937.50
Employee 3	03 Piping	03.03	Piping installation	7/25/2015	25	\$ 37.50	\$ 937.50
Employee 3	04 Equipment Installation	04.03	Equipment installation	7/25/2015	25	\$ 37.50	\$ 937.50
Employee 4	02 Electrical	02.04	Electrical wiring design	7/25/2015	50	\$ 30.00	\$ 1,500.00
Total Labor					375		\$ 18,750.00

Project	SCL Building Renovation			Page B1
Purchase Order	65000-CC			
Invoice Number	123456			
Invoice Date	7/31/2015			

From:
Sent: Monday, January 19, 2015 1:49 PM
To:
Subject: INVOICE FROM TRAVEL AND TRANSPORT - NAME: TRV DATE:
03FEB - ID: ZDZCVA

TRAVEL AND TRANSPORT, INC

PLEASE USE THIS ITINERARY AS AN EXPENSE RECEIPT FOR YOUR AIRFARE AND TRANSACTION FEE

Personal Credit Card charged
Project #: 133291.00.01

Must show airfare was paid

To receive the most up-to-date information on your itinerary, go to <https://www.viewtrip.com>.
(Downloads as appointments by selecting individual trip segments).
Your reservation number is ZDZCVA.

To add this to your calendar [Add to calendar](#).
(Downloads as an event for entire trip date range)

Please take a moment to review this emailed itinerary for accuracy. Contact Travel and Transport immediately to rectify any discrepancies in your travel arrangements.

For current security check-point wait times, please go to <http://waittime.tsa.dhs.gov>
For up-to-date information on luggage fees assessed by the airlines, please [click here](#).
To check in for your domestic flight, please [click here](#).



For the latest travel alerts follow Travel and Transport on Twitter [@tandalerts](#) or visit our web site at travelandtransport.com

[Click here](#) to learn about our mobile app eTTek Dash. It is available for Apple iOS, Android, Windows Phone and Blackberry devices.



Invoice	
Total Invoice Amount: \$384.17	133291.00.01 = \$192.09
	100167.01.01 = \$192.08
Electronic Ticket Number	Must show airfare was paid
Ticket Issue Date 19 January, 2015	
Ticket Amount \$354.17	
Transaction Fee Number 8900635376765	
Ticket Issue Date 19 January, 2015	
Transaction Fee Amount \$30.00	
Form of Payment AX*****	

This ticket information applies to the following flight(s)

ALASKA AIRLINES flight 2433 from Billings to Seattle on February 03
ALASKA AIRLINES flight 2400 from Seattle to Billings on February 05

Travel Summary - Travel and Transport Record Locator ZDZCVA

Traveler	Reference #	Frequent Flyer #		
	DE524488-PW00206			
Date	From/To	Flight/Vendor	Depart/Arrive	Class/Type
02/03/2015	BIL-SEA	AS 2433	06:00 AM/07:28 AM	Economy
02/05/2015	SEA-BIL	AS 2400	12:25 PM/03:25 PM	Economy

AIR - Tuesday, February 3 2015

Alaska Airlines Flight AS 2433 Economy Class		
Depart:	Logan Field Airport Billings, Montana, United States 06:00 AM Tuesday, February 3 2015	Weather
Arrive:	Seattle/Tacoma Intl Seattle, Washington, United States 07:28 AM Tuesday, February 3 2015	Weather
Duration:	2 hour(s) and 28 minute(s) Non-stop	
Status:	Confirmed - Alaska Airlines Booking Reference: YTUMEV	
Equipment:	De Havilland DHC-8-400 Dash 8Q	
Operated By:	HORIZON AIR AS ALASKA AIRLINE	
Seat:	17B(Non smoking) Confirmed -	
FF Number:	137707824 -	

AIR - Thursday, February 5 2015

Alaska Airlines Flight AS 2400 Economy Class		
Depart:	Seattle/Tacoma Intl Seattle, Washington, United States 12:25 PM Thursday, February 5 2015	Weather
Arrive:	Logan Field Airport Billings, Montana, United States 03:25 PM Thursday, February 5 2015	Weather
Duration:	2 hour(s) and 0 minute(s) Non-stop	
Status:	Confirmed - Alaska Airlines Booking Reference: YTUMEV	
Equipment:	De Havilland DHC-8-400 Dash 8Q	
Operated By:	HORIZON AIR AS ALASKA AIRLINE	
Seat:	18B(Non smoking) Confirmed -	
FF Number:	137707824 -	

Remarks

ELECTRONIC TICKET CONFIRMATION FOR ALASKA AIRLINES-***YTUMEV***
TICKET MAY BE NON-REFUNDABLE AND CHANGE FEES MAY APPLY.
CANCEL PRIOR TO FLIGHT OR TICKET MAY HAVE NO VALUE
YOU CAN VIEW YOUR TRIP ON [HTTPS://WWW.VIEWTRIP.COM](https://www.viewtrip.com)
YOUR VIEWTRIP RESERVATION NUMBER IS ZDZCVA
THANK YOU.....HAVE A GREAT TRIP.

Thank you for booking with Travel and Transport. We truly appreciate your business.

ADVISORY: Effective August 15, 2009, based on your itinerary, you may be subject to the U.S. Transportation Security Administrations Secure Flight requirements to provide your name, date of birth, and gender before the airline can issue your boarding pass.

The Travel Desk is open from 7:30am-5:30pm MT Monday through Friday, and can be reached by calling 208-288-6470 or 800-480-8080.

For emergency assistance outside of regular business hours call 866-964-5267 in North America. From Mexico call toll-free 001-800-734-8298, and from other areas call collect to (402) 399-4667.

Project	SCL Building Renovation			Page E1	
Purchase Order	65000-CC				
Invoice Number	123456				
Invoice Date	7/31/2015				

IRS Daily Business Mileage and Expense Log Name:

Date	Destination (City, Town, or Area)	Business Purpose	Odometer Readings			Expense	
			Start	Stop	Miles this Trip	Rate	Total Amount
7/25/2015	Seattle	Travel from hotel to renovation site	50000	50026.09	26.09	\$0.575	\$15.00
Weekly Total			50000	50026.09	26.09		\$15.00
Total Year-to-Date					26.09		\$15.00

Project	SCL Building Renovation			Page H1	
Purchase Order	65000-CC				
Invoice Number	123456				
Invoice Date	7/31/2015				



HYATT PLACE™

Hyatt Place Salt Lake City/Downtown/The Gateway
55 North 400 West
Salt Lake City, UT 84101
Phone: 801-456-6300
Fax: 801-456-6301
saltlakecitydowntown.place.hyatt.com

INFORMATION INVOICE

Payee

United States

Confirmation No.

Group Name

Room No. 0406
Arrival 06-08-15
Departure 06-12-15
Page No. 1 of 1
Folio Window 1
Folio No.

Table with columns: Date, Description, Charges, Credits. Rows include Guest Room, State Occupancy Tax, County Occupancy Tax, City Innkeepers Fee for dates 06-08-15, 06-09-15, 06-10-15, 06-11-15, and 06-12-15 Visa. Total charges and credits are 603.56.

Must show room was paid for

Guest Signature

Balance

0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

Thank you for choosing Hyatt Place Salt Lake City/Downtown/The Gateway. Our goal is to provide every guest with an exceptional stay and we are interested in any comments regarding your visit.

Hyatt Gold Passport Summary

No Membership to be credited

Join Hyatt Gold Passport today and start earning points for stays, dining and more. Visit goldpassport.com

Please remit payment to:
Hyatt Place Salt Lake City/Downtown/The Gateway
55 North 400 West
Salt Lake City, UT 84101

Project	SCL Building Renovation				Page I1
Purchase Order	65000-CC				
Invoice Number	123456				
Invoice Date	7/31/2015				
Date	Arrive	Depart	Breakfast	Lunch	Dinner
Employee 1					
7/25/2015	3:00 AM	9:00 PM	1	1	1
Employee 2					
7/25/2015	3:00 AM	9:00 PM	1	1	1
Employee 3					
7/25/2015	3:00 AM	9:00 PM	1	1	1
Employee 4					
7/25/2015	3:00 AM	9:00 PM	1	1	1
		Number of Meals	4	4	4
		Rate	\$ 13.86	\$ 15.18	\$ 36.96
		Billable Total	\$ 55.44	\$ 60.72	\$ 147.84
		Total	\$ 264.00		

Project	SCL Building Renovation				Page L1
Purchase Order	65000-CC				
Invoice Number	123456				
Invoice Date	7/31/2015				
Detailed invoice for sub-consultant 1					

Rates updated July 2015		RATES INCLUDE TAX & TIPS!		
List Sorted by CITY				
STATE	City			Lodging
WA	SEATTLE, WA			\$217.23
WA	SPOKANE, WA			\$162.76
WA	TACOMA, WA			\$175.81

WMBE UTILIZATION

	A	B	C = F / Total F	D	E	F	G = E + F
Consultant	WMBE Goal	Consultant Type	LTD WMBE %	Contract Budget	Prior LTD Costs	This Invoice	LTD Costs
Prime							
Sub-consultant A	%						\$0
Sub-consultant B	%						\$0
Sub-consultant C	%						\$0
WMBE Sub-Total	0%				\$0	\$0	\$0
Non-WMBE Sub-Total							\$0
Total				\$0	\$0	\$0	\$0

*Note: If Prime is WMBE, denote WMBE Goal in Prime row.

- A - WMBE Goal - aspirational WMBE goals reflected in contract inclusion plan
- B -Consultant Type- P+ Prime;
- D - total amount of contract, including amendments
- S=Subconsultant

Inclusion Plan Progress Description (*Please comment on any deviation from Inclusion Plan goals*):