

Planning & Community
Development

Bid Notice To Contractors

Temporary Housing Unit Relocation

Bid Due Date - 10:00 AM, Wednesday, May 15, 2013

No Bid will be accepted after 10:00 AM including those that are in the mail
Bids must be delivered in a sealed envelope with "THU Relocation" clearly marked on the envelope.

Community Development
602 S. Main Street
Joplin, Missouri 64801
Phone: (417) 624-0820
Fax: (417) 625-4620

BIDDER QUALIFICATIONS
2012-2013

Today's Date: _____

A. Firm Name:

1. _____
(Company Name)

2. Address: _____

3. City: _____ 4. State: _____ 5. Zip Code: _____

6. Phone Number: _____ 7. Business Fax: _____

8. E-Mail: _____ 9. Cell Number: _____

10. Are you a certified Minority Owned Business? _____ Certified Woman Owned Business?_____
What is your business Racial/Ethnic Code? _____

B. Construction Capabilities:

☐ **General Contracting** ☐ **Electrician** ☐ **Plumbing** ☐ **HVAC**
☐ **Earthmoving** ☐ **Asbestos Abatement** ☐ **Historic Renovation** ☐ **Tree Service**
☐ **Roll Off Service** ☐ **Environmental Testing** ☐ **Housing Repair** ☐ **Yard Clean Up**
☐ **Demolition** ☐ **Other** _____

C. For Corporation Only:

Federal ID Number:_____

Name of State(s) in which incorporated_____

Date(s) of incorporation: _____

If not incorporated in Missouri:

1. **Attach Certificate of Authority to do Business in Missouri**
2. **Certificate Number:** _____ **Date:** _____

_____ _____
(President's Name) **(Vice-President's Name)**

D. General Information:

Federal ID Number:_____ or SSN:_____

Number of years in business:_____ Number of Permanent Employe*es*:_____

Trades Contractor's License Number: _____

Have you ever filed for bankruptcy? ☐Yes ☐ No If so when: _____

Geographical limits of operation:_____

If you have done business under a different name, please give name and location:_____

_____

Has firm ever failed to complete a project or defaulted on a contract? ☐ Yes ☐ No

Is so, state where and why:_____

_____

Are you a member of any trade or civic association? ☐ NAHB ☐ NRA ☐ NHIC ☐ Other_____

E. Other Certification or License:

Name of Person with Certification:_____

Name of Certification or License: _____

Certification Number: _____

Name of Person with Certification:_____

Name of Certification or License: _____

Certification Number: _____

Name of Person with Certification: _____

Name of Certification or License: _____

Certification Number: _____

Name of Person with Certification:_____

Name of Certification or License: _____

Certification Number: _____

F. Business References: **(include local banks and material supplies)**

Name: _____

Address: _____ **Phone Number:** _____

_____

Name: _____

Address: _____ **Phone Number:**_____

_____

Name: _____

Address: _____ **Phone Number:**_____

_____

Name: _____

Address: _____ **Phone Number:**_____

_____

G. Recent Customers with whom you have done business:

Name:_____

Address:_____ **Phone Number:**_____

_____

Name:_____

Address:_____ **Phone Number:**_____

_____

Name:_____

Address:_____ **Phone Number:**_____

_____

Name:_____

Address:_____ **Phone Number:**_____

_____

The undersigned certifies that all information is this statement, and all information furnished in support of this statement, is true and complete to the best of the undersigned's knowledge and belief.

On this _____day of _____, 20_____.

By: _____
(Signature)

_____
(Print Name) (Title)

By: _____
(Signature)

_____
(Print Name) (Title)

STATE OF MISSOURI)
) ss.
COUNTY OF JASPER)

AFFIDAVIT OF COMPLIANCE
(Missouri Unauthorized Alien Workers Act)

My name is _____ and I am the _____ of _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this _____ day of _____, 20__.

_____
Notary Public

My commission expires:

_____

BID SUMMARY SHEET

Company Name: _____

Company Representative Signature: _____

Date Submitted: _____

Activity	**Cost per Unit**
Relocation and related activities as described in Scope of Work	$_____
	x 11 units (Maximum)
TOTAL COST	$_____

SECTION C.1 – Temporary Housing Unit Relocation – Scope of Work

C.1.1 Scope

The contractor shall furnish all management, supervision, personnel, equipment, materials, transportation and supplies necessary to perform services as defined by this Statement of Work for the City of Joplin, Missouri (City). **All work shall be paid according to Missouri Prevailing Wage Requirements.** Contractors will be required to submit weekly payroll forms to document this requirement.

A maximum of 11 units will be relocated by the Contractor on behalf of the City. All costs shall be submitted as an average per unit price and can be pro-rated to cover any number of units from 1 to 11. The costs shall be submitted in the following format.

Activity	**Cost per Unit**
Relocation and related activities as described in Scope of Work	$_____
	x 11 units (Maximum)
TOTAL COST	$_____

C.1.2 Mission, Location, Description and Facility

C.1.2.1 Mission

Reserved.

C.1.2.2 Location

The current existing housing is located at the FEMA operated group sites located south of the Joplin Regional Airport. These sites include Hope Haven, Hope Haven II, and Officer Jeff Taylor Memorial parks. The relocation will include installation of these units into the pre-existing Fountain Road Expansion group site.

C.1.2.3 Description

The Contractor shall support the government's temporary housing unit relocation activity. The activity is expected to include: all related activities necessary to disconnect the temporary housing units (THU's), the transportation of temporary housing units to be installed at Found Road Mobile Home Park and/or other alternate sites, and installation and maintenance of the temporary housing units to ensure that they are operable, meet local codes, and considered to be in acceptable condition by the City of Joplin.

C.1.3 Period of Performance

a. The period of performance for this contract shall consist of the following:

Contractor will be allowed 10 working days from date of contract to complete all work in the above description satisfactorily.

The Contractor should assemble staff within 24 hours of award. If the Contractor has not been tasked to perform site inspections, they will have an additional 24 hours to assemble staff; a total of 48 hours after the award. If the Contractor is assigned to perform site inspections, the time line will be: site inspection completed within 48 hours of kick off meeting and 24 hours for installation of THU once site is inspected. Upon issuance of installation work order, contractor will have 72 hours to complete each installation and make a unit ready for occupancy.

C.1.4 Hours of Operation

a. Facility Support Services: With the exception of the Project Manager and COTR, the required services are to be performed during normal working hours; however, continued performance after normal working hours may be required on an infrequent basis. Normal working hours shall be 7 a.m. to 7 p.m. unless otherwise stated in this statement of work (SOW).

C.1.5 Projected Workload

The Contractor is responsible for supporting any government changes to the contract schedule. The Government will attempt to provide the contractor with one (1) day advanced notice of any changes to the schedule in writing.

C.1.6 Contractor Furnished Property

The Contractor shall be responsible for providing all facilities, equipment and materials as necessary to fulfill the requirements of the contract.

C.1.7 Contractor Minimum Qualifications

General: Provide professional, courteous and timely services, activities, and management (to include Contractor staff, subcontractors, and representatives), and shall incorporate customer service as well as flexible and transparent performance management to ensure that all work identified in this SOW is completed. They shall provide insightful, accurate and timely task order status reporting as detailed in the Reports and Information Management Section. The contractor is responsible for providing personnel who can pass an initial background investigation.

C.1.9 Performance Evaluation Meetings

The City Representative may require the Project Manager to meet with the City Representative and other Government Personnel as deemed necessary. The Contractor may request a meeting with the City Representative when he or she believes such a meeting is necessary.

SECTION C.2 – Roles and Responsibilities of Contractors and City

C.2.1 Contractor Roles and Responsibilities

The contractor shall:

1. Perform site inspections as deemed necessary by the City Representative.
2. Obtain the landowners authorization for access to private sites at time of inspection as stated in the SOW.
3. Obtain all bonds and permits required for unit installation. Obtain appropriately licensed staff and subcontractors to perform the work. The contractor shall coordinate all efforts with all government entities as required by Federal, State and Local laws and regulations.
4. Follow the subcontracting plan and use local subcontractors to the maximum extent possible.
5. Actively coordinate with the City Representative or designee.
6. Pick-up and transport the temporary housing (manufactured homes, travel trailers, and park model) units from locations at the existing FEMA group sites south of the Joplin Regional Airport and any other designated locations.
7. Identify potential project constraints to the City Representative.
8. Manage, and operate staging area if so directed by the City Representative.
9. Provide daily detailed reports for the City Representative.
10. Perform unit installations within 24 hours of installation work order issuance.
11. Perform work and task order activities on time with City Representative satisfactory quality.
12. Account, track, and maintain all units and other Government Furnished Equipment (GFE). This includes providing the City Representative a weekly report for all equipment purchased by the contractor.
13. Provide and perform maintenance activities up to 90 days from the last unit passing final inspection.
14. Monitor operations in accordance with the contract requirements.
15. Maintain accurate records and provide all documents as required in the contract.
16. Provide all of the material, labor, equipment, and services necessary for the mission.
17. Install THU in accordance with the SOW.
18. Shall dispose of all materials and supplies in compliance with all Federal, State, and Local laws, regulations and rules. This includes, but is not limited to, spent fuels, batteries, refrigerants, tires, etc. The Contractor shall pay any fees associated with the removal and disposal of hazardous waste.
19. Shall utilize professional services of experienced electricians, plumbers, carpenters, and pest control specialist or appliance technicians. The Contractor will not be required to make service calls for issues that occupants are generally responsible for such as changing light bulbs, maid service, washing windows, changing curtains, and changing linen for occupied units, etc. The Contractor will not be responsible for picking up trash in the units or emptying the unit trash cans, etc.
20. Shall receive the specified unit numbers for THU's from the City.
21. Shall maintain the THU's in the condition that they were transferred or make authorized

repairs to the THU as directed by the City Representative.

C.2.2 City Roles and Responsibilities

City will:

1. Identify potential lots and pads for unit installations on private and commercial sites.
2. Provide access to temporary housing units in conjunction with Catholic Charities.
3. Identify number of units to be occupied.
4. Obtain the commercial pad lease for commercial sites.
5. Identify the potential occupants for the units.
6. Identify the location to pick-up, transport, and install the units.
7. Assign units to the Contractor for maintenance, deactivation, repositioning, or units that require cleaning.
8. Address domestic problems, disruptive tenants, and/or tenants refusing service.

SECTION C.3 –Transport of THUs

C.3.1 Scope

As part of the contractor responsibilities the contractor will be tasked with transferring the THU to their new location including installation and acceptance of the contractor work. The process of returning the THU to the government is part of the installation process.

C.3.2 General Requirements

The contractor shall perform inspections and acceptance of all THU's at the City designated pick-up point. If the City changes the location of the staging area or pick up point the City Representative will notify the contractor in writing. The City Representative will notify the contractor at least 24 hours prior to enacting any changes. The contractor shall make an independent determination that the units are suitable to be installed and designated ready for deployment (RFD). If the contractor designates a THU as unsuitable for installation, the contractor shall provide written documentation and photographs for the rejection. The contractor shall be responsible for all damage unless they can demonstrate to the City Representative that the damage is a latent defect in the unit.

SECTION C.4 – Transport of THUs

C.4.1 Scope

Process by which the contractor disconnects the THU's from existing group site, transports the

THU to an approved installation site, and installs the THU.

C.4.2 General Requirements

The City may issue work orders to the contractor for transportation of the following types of THUs: Manufactured Homes; Park Models; Travel Trailers or other alternative housing unit types. This shall include all permitting, transportation, labor, equipment and materials requirements to accomplish transportation of the THUs. The contractor shall ensure that all units in its custody are road worthy. The contractor shall provide to the City the names of drivers along with a copy of their ID badge, before they arrive at any storage or staging location to take custody of any unit.

To installation site: The contractor shall transport all issued and accepted THUs to the installation site.

SECTION C.5 – Staging (see Technical Detail [TD] #1 for more information)

a. Reserved

SECTION C.6 – Site Inspection (see TD #2 for more information)

C.6.1 Scope

The process by which a potential location for installation for a THU has been verified to ensure the location meets installation requirements. The contractor is required to perform site inspections.

C.6.2 General Requirements

The City Representative shall direct the Contractor to inspect the feasibility of areas identified by FEMA to determine whether the sites can be used for installing temporary housing units. The Contractor shall be required to inspect the number of sites per day as defined in the Disaster Variables Table, and as required by the City Representative, thereafter. The City reserves the right to perform "in-house" inspections, as it deems appropriate. The Contractor shall perform site inspections to assess site use feasibility. The site inspections are also used to identify what efforts are needed to install units. The City Representative may assign, as part of Site Inspection, the determination of Flood Zone to the Contractor. If Flood Zone determination is assigned the Contractor shall review the applicable National Flood Insurance Program (NFIP) and determine if the proposed installation site for the THU is in a flood plain. If the THU is in a flood plain there are additional requirements to make the site feasible. The installation of the temporary housing units on private sites should not hinder the ability to proceed or continue with making necessary repairs and/or recovery activities to the damaged dwelling."

C.6.3 Types of Private Site Inspections

1. Routine Site Inspections: The Contractor shall complete site inspections within 24

hours from the issuance date. The Contractor accepts responsibility for the timeliness of the inspections at the time of assignment.

C.6.4 Results of Site Inspection

Results of a site inspection may be classified as one of the following:

1. Feasible
2. Infeasible – Pending Owner Action
3. Infeasible – Pending COTR Approval
4. Infeasible – Other
5. No Contact

C.6.5 Commercial Park Feasibility Assessment

The Contractor shall, at the request of the City Representative, perform preliminary investigations of commercial parks. The adequacy of the park's infrastructure shall be assessed. Areas of consideration shall include number and size of available lots, sewer system, water distribution system, electrical distribution system, environmental concerns, fire prevention, storm shelters, flood plain information and ingress/egress. The Contractor shall determine the condition of the aforementioned with respect to governing State, Local, and Federal codes. This information will be reported to the City Representative in a written format, including photographs, site plan, and layout. Proximity of local schools, mail route information, and other areas of public interest shall be included in the report. The report shall also consider the availability of telephone service, public transportation, waste management service, and other amenities of interest.

SECTION C.7 – Installation (see TD #1 for more information)

C.7.1 Scope

Process by which a temporary housing unit is temporarily fixed to real property location. During this installation process the THU is placed on its installation location as indicated on the site inspection drawing, blocked, leveled, anchored, utilities connected proper skirting, stairs, ramps, and platform stairs. The THU should be made ready for occupancy by testing all appliances and assembling all the furniture. The lot should be cleaned and have all extraneous material removed.

C.7.2 General Requirements

City may issue work orders to the contractor for installation any of the following classes of THUs: Manufactured Homes; Park Models; Travel Trailers or other alternative housing unit types. All City THUs are installed to the same standards including all applicable Federal, State and local laws or regulations as well as the manufacturer's installation instructions. Additionally, City may require the THUs to be installed and be in compliance with the Uniform Federal Accessibility Standards (UFAS). In the case of conflicting requirements, the most

stringent, specific, and definitive rule will be followed. Upon receipt of a City issued work order, the contractor shall install the THU as shown on the Site Inspection Report provided and approved by City. Any deviation from the approved site location must be approved in advance by the City Representative. The installation of the temporary housing units on private sites should not hinder the ability to proceed or continue with making necessary repairs and/or recovery activities to the damaged dwelling. As part of the basic installation the contractor will need to complete the following tasks:

Site Usage Permits- The Contractor shall identify and obtain the permits that are required for the unit installations and the projected time required to obtain permits. The contractor shall be responsible for obtaining necessary permits associated with placing and installing the unit and utility installation. The contractor shall identify the permitting proves for completing the unit installation.

Nominal Site Grading – The contractor shall provide site grading as part of the basic installation. This shall include the work necessary to level the site to the extent that the THU can be installed.

Blocking, Leveling and Anchoring – The contractor shall use piers consisting of double courses of concrete blocks and shall meet or exceed the requirements of the local entity issuing the permits as well as the manufacture's specification, unless double blocking is prohibited by that entity.

Power, Water, and Sewer Connections (See TD #2, TD #3, and TD #4) – The contractor shall install all utility connections for sewer, water, and electricity. The basic set up for each THU includes service connections electric, water, and sewer. The basic installation of THU's shall include runs for each utility of up to 50 feet and an excavation depth up to 48 inches below the surface or to an excavation depth 6 inches below the frost line where the frost line exceeds 48 inches. Utilities line installation is measured at the external point of the THU closest to the utility connection for each utility.

a. The connection of water, sewer, and electric shall not be connected directly into the damaged dwelling so that the utility connections would interfere or prevent the dwelling from being occupied, removed, replaced, or repaired. Utility runs beyond 50 linear feet shall be identified in the site inspection. City Representative approval is required prior to any installation with utilities of more than 50 linear feet.

b. All excavations greater than 48 inches deep require prior approval from the City Representative before excavation begins.

Winterization (See TD #5) – When conditions dictate, the City Representative may direct the Contractor to install freeze protection heat tape and insulate the water supply piping and shut-off valves to prevent freeze-up of the system. The heat tape shall be installed in compliance with the cable manufacturer's instructions. A copy of these instructions is to be provided to the COTR.

Install and Test HVAC (See TD #6) - The contractor shall install the HVAC system provided with the THU using properly qualified personnel. The THU's come with the entire HVAC system attached to the THU or with an air conditioning compressor unit that

requires installation separate from the THU. Installation of all HVAC components including any external compressor units shall be in compliance with the manufactures instructions. Prior to reporting the unit Ready for Occupancy (RFO) and requesting a government acceptance inspection the Contractor shall operate the Heat and AC units for 30 minutes to ensure that they are fully operable to ensure proper function and reliability. HVAC unit installation shall be considered part of the basic unit installation.

Skirting (See TD #7) – The contractor shall furnish and install skirting for all THUs with the exception of Travel Trailers. Install skirting in accordance with Federal, State and Local codes and as defined in the attached specifications. All units shall have insulating/winterized skirting if required by local conditions as defined by the COTR. The THU tongue shall be skirted if required by a commercial park owner or local regulation.

Removal of equipment, excess materials and debris - The Contractor shall remove all equipment, excess materials brought to and debris created at the site, used to setup the THU or created as a result of the installation.

Keys - The Contractor shall provide a minimum of three (3) sets of keys to City for every temporary housing unit upon completion of unit installation and RFO. Additionally, the contractor shall identify and label all keys provided.

Punch List - The Contractor shall address and fix the identified punch list items within twenty-four (24) hours of final inspections. The Contractor shall provide detailed documentation of actions taken to remedy said punch list items and the unit shall be made available to the City Representative/designee for verification. Punch lists are documented and will be inspected by a City representative to document the contractor's completion of the punch list times.
Steps, Platform Stairs and Ramps (See TD #8) – The contractor shall install steps and a deck/landing at each entrance to the THU unless the work order directs the installation of platform stairs or ramp. When constructing ramps the Uniform Federal Accessibility Standards (UFAS) shall apply. A basic ramp shall be 40 feet long with the exception of when a ramp is built for a travel trailer. A basic ramp for a travel trailer shall be 30 feet long. Platform stairs shall be built according to the specifications attached.
Clean and Make Unit Ready for Occupancy (See TD #9) – The contractor shall use the attached specification to clean and make the THU ready for occupancy.
Installation and providing of Liquid Propane (LP) –The installation shall be in accordance with State and local codes. The installation must be made so that convenient recovery of the tank(s) is possible. The contractor will ensure that the entire system is checked for leaks and repaired if any are found.

C.7.3 Additional THU installation

Utility Tap/Connection Fees – The contractor shall pay the fees associated with connecting the THU to any local utility. This does not include paying any unpaid charges accrued by the applicant prior to the installation and the disaster. The contractor shall be directed by the City Representative if they are to pay for tap/connection fees. These fees shall be reimbursed at actual expense.
Site Preparation and Grading above Basic Installation - Any site preparation over and above the

site preparation as defined in Basic Unit Installation. The Contractor shall develop a cost proposal for all work to be carried out as part of this assignment. The final negotiated cost will become a fixed price item. All cost proposals require approval from the City Representative. Miscellaneous - Any items that are required to install or make functional or ensure the safety of the THU not covered in other parts of this SOW. The Contractor shall develop a cost proposal for all work to be carried out as part of this assignment. The final negotiated cost will become a fixed price item.

Heavy Tow or Equipment to spot - The contractor shall furnish appropriate equipment that may be needed to place a THU or other prefabricated unit on a designated site. The City Representative or designee must pre-approve use of the heavy equipment.

Direct Wiring of Well Pump-wiring for a well pump shall be have the appropriate sized conductor and buried. Wiring buried less than 24 inches below grade shall be encased in approved conduit. Sweeps shall be used at the points where the buried cable makes a 90-degree turn toward the meter loop assembly and well pump. Installation of the wiring shall include a disconnect / overcurrent device. Installation shall conform to all Federal, State, local and National Electrical codes.

Bladder Services (Flexible Holding Tanks) – When specified, the contractor shall provide and install a poly-plastic bladder (holding tank) to capture and store waste water from the THU. The bladder shall be appropriately sized and installed in compliance with manufacturer's instructions (a copy is to be provided to the COTR) and the following details:

a. The bladder shall be installed in such a manner as to not pose a safety hazard and provide easy access for pump out. Pipe shall be an approved and appropriate rigid PVC sewer pipe (absolutely no flex-hose allowed). The pipefitting that attaches the sewer connection to the drain outlet of the manufactured home shall be threaded and screwed or installed with a removable adapter for the drain outlet. The nominal inside diameter of the unit sewer connection shall not be less than three inches (3"). The slope shall be continuous and at least one-quarter inch (1/4") per foot and no more than one-half inch (1/2") per foot. Supports for the sewer line shall be placed at four-foot (4') intervals (maximum) to prevent any deflections. Installation of the bladder and associated parts will comply with all appropriate plumbing, safety, and health codes and requirements. A clean-out fitting will be installed in an accessible location at or near the connection point at the THU to facilitate snaking-out a clogged line from the connection point, through the sewer line and into the bladder.

SECTION C.8 – Maintenance Requirements (see TD #10 for more information)

C.8.1 Scope

Reserved

SECTION C.9 – Reports and Deliverables

C.9.1 Scope

The purpose of the reports is to provide the City Representative with information that will be used to assess how the mission is being carried out. The City Representative will determine if some of the reports are deemed unnecessary for this contract. The City Representative will notify the contractor in writing to inform him of what reports will be required as part of this contract. These reports might include:

1. Daily Reports
2. Weekly Reports
3. Monthly Reports
4. Contractor Monthly Summary Report (summarization of unusual activities, items of interest)

C.9.2 Quality Control

The Contractor shall develop, present maintain and update a quality control plan to monitor performance to ensure appropriate quality is achieved. The plan shall identify a process for addressing delayed activities including, but not limited to, unit installation, unit maintenance and deactivation. The contractor shall provide weekly reports on all items that do not meet the established quality control plan. The quality control plan must be reviewed and approved by the City Representative.

The Contractor shall establish a process for ensuring the work is consistent with the specification set forth in this Statement of Work and the contractor's quality control plan. The Contractor shall monitor the quality of work using a quality control plan that will also serve to facilitate Government oversight and inspection.

C.9.3 Travel Requirements

The government does not anticipate that any employees of a local contractor shall have to travel or be on per diem. However, any travel, which requires preapproval from the Contracting Officer, shall be in compliance with Federal Travel Regulations (FTR).
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_OVERVIEW&contentId=14161

C.9.4 Deliverables

Reserved

C.9.5 Glossary of Terms

Reserved

C.9.6 Technical Details

Reserved

C.9.7 Performance Requirements

1. City issues Bid Award
2. Within 24 Hours, Contractor performs Site Inspections and notifies City of feasibility.
3. Within 72 Hours from the submission of the Site Inspections, Contractor will relocate all units.
4. Within 48 Hours from the relocation, Contractor will install, inspect, and issue Ready For Occupancy notices to the City.
5. The City will confirm the Ready for Occupancy notice. If repairs are needed, the City will issue a Punch List.
6. Within 24 Hours of receipt of the Punch List, the Contractor will make all repairs necessary.

C.9.8 Place(s) of Performance

All declared counties and adjacent areas if there are not enough adequate locations to place temporary housing units.

C.9.10 Period of Performance

Date of contract award plus 7 days.

C.9.11 Point of Contact

City Representative

SECTION C.10 – Invoicing

C.10.1 Scope

The purpose of the Invoice Section is to provide the contractor with information on the required documentation and instructions on how to submit that documentation.

C.10.2 General Requirements

The contractor shall submit an original invoice (or electronic invoice, if authorized) to the address designated in the contract to receive invoice. An invoice must include- Company name and address.

1. Invoice date. Invoices must include the correct Date of Delivery/Service, i.e. from 1/1/10-1/30/10. The date of delivery/service will equal either four weeks or 30 days. Invoices will be submitted to the government no later than 15 days after the end of Date of

Delivery/Service. The contractor may request an additional 5 days if needed.

2. Labor-All labor, direct cost, and indirect cost incurred during the date of service should be invoiced together.
3. Contract number, contract line item number, order number, and any other authorizations for services performed or supplies delivered.
4. Detailed description of services, including quantity, unit of measure, and unit price or any price alterations.
5. Name and address of the payment recipient. This must be the same person specified in the contract.
6. Name of a person to be contacted in case the invoice is defective, along with his or her name, title, phone number and address.
7. Payment-Rejected or partially paid invoices will be submitted separate from any new invoice. Resubmitted invoices shall contain the same invoice number with a notation designating it is a resubmitted invoice.
8. Miscellaneous Expense-The contractor will include a written justification and the governments pre-approved written authorization for non-traditional expenses with invoices. (Computer hardware/software, miscellaneous equipment/materials).
9. QA-The contractor will perform a quality control check on the invoice and backup documentation before submitting to the government. Following are a few of the common issues identified by the government.
10. Backup documents are illegible and/or not clearly related to submitted receipts and/or cost. For receipts that are faded or when it is unclear how a receipt/cost related to the invoiced amount, contractor will provide a written clarification.
11. Do not submit meal receipts, the government will pay the maximum allowable per GSA per diem rates for the area.
12. Receipts or expenses are included that are not charged to the government. If unavoidable, contractor will cross out the non-applicable charges and recalculate the subtotal.
13. Billed amount does not match the amount on the receipt. The amount listed the spreadsheet must match the amount on the receipt.

These requirements address the most common invoicing issues; however, this does not address all issues or concerns with invoicing.

END OF SECTION C