

CHICAGO DEPARTMENT
OF TRANSPORTATION

FEDERAL & STATE INVOICE MANUAL



**MANUAL ON SUBMITTING INVOICE PACKAGES FOR
PROFESSIONAL SERVICE AGREEMENTS**

Revised March 1, 2016
Revision 1-6



Chicago Department of Transportation

Robert Sotnarso
Commissioner

Payment Voucher Requirements City of Chicago

CDOT – Professional Services

Document Separation Page

Section 1 – Voucher for Professional Services



Chicago Department of Transportation

Robelan Soperling
Commissioner



CITY OF CHICAGO DEPARTMENT OF TRANSPORTATION
Suite 600, 30 North LaSalle Street Chicago, Illinois 60602-2570
VOUCHER FOR PROFESSIONAL SERVICES

NO. 088:

CONSULTANT: _____

ADDRESS: _____

INVOICE NO.: _____

SERVICES PERFORMED (Date) From: _____ To: _____

CDOT PROJ. MANAGER: _____

CDOT PROJ. DESC: _____

Release # _____

AMOUNT OF CURRENT INVOICE: _____

CONTRACT CEILING INCLUDING MOD: _____

AMOUNT INVOICED TO DATE INCLUDING CURRENT INVOICE: _____

Invoice Date: _____

Signature of Consultant: _____

Official Signature & Title: _____

VENDOR CODE: _____

CONTRACT NO.: _____

PROJECT NO.: _____

WORK ORDER NO.: _____

Ship to: _____



Chicago Department of Transportation

Reeagan Schell
Commissioner

City of Chicago
CDOT Professional Services
Document Separation Page

Section 2- Vendor Request for Payment



Samuel Emanuel
Mayor

Chicago Department of Transportation

Rabekah Scherfeld
Commissioner

Ms. Cheriko High
City of Chicago
Department of Transportation
Suite 608
30 North LaSalle Street
Chicago, IL 60602-2570

Subject: Contract Release #1 - Incorporated

Dear Ms. High:

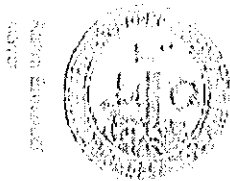
Enclosed in this package is an original and 4 copies of invoice no. 20058356-25 /
payment no. 25 for services performed from 6/27/2015 through 7/31/2015 for the above
referenced contract in the amount of \$4,282.44. Also, enclosed is a subcontractor
payment certification form.

If additional information is required, please do not hesitate to contact me directly at (312)

Sincerely,

INCORPORATED

Project Accountant



Chicago Department of Transportation

Robakan Schanfield
Commissioner

City of Chicago
CDOT Professional Services
Document Separation Page

Section 3- Sub-Consultant Certification



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Barbara A. Lumpkin
Chief Procurement Officer

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)
<http://www.cityofchicago.org>

January 14, 2007

Dear City Vendor:

Since August 2005 the City of Chicago has required all vendors with construction contracts to report intended subcontractor payments when submitting invoices for payment. In 2007 the City is extending this reporting requirement to all vendors with City contracts.

You are receiving this letter because you have an active contract with the City of Chicago and must begin reporting intended subcontractor payments with each invoice submitted for payment on or after February 1, 2007. Payment amounts must be remitted by the Contractor to the subcontractor no later than fourteen (14) business days after receipt of payment from the City of Chicago provided the subcontractor has satisfactorily completed its portion of the contract work.

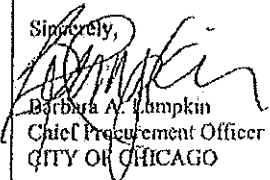
You must sign and date the Subcontractor Payment Certification Form and submit the form with each invoice. A sample Certification Form is attached. You may also download and print the form by accessing the City's website at http://egov.cityofchicago.org/webportal/COCWebPortal/COC_EDITORIAL/subcoimpliance.pdf

We have attached instructions and completed a sample form to demonstrate how the information is to be completed. If there are no payments to subcontractors for a particular invoice, please enter \$0 in the "Total Amount to be Paid to Subcontractors" field, sign and submit the form with your invoice. Invoices should continue to be sent to the appropriate City department for whom your company provides materials or services.

Vendors who desire more training on this new process are encouraged to attend "Doing Business with the City" workshops, which are held on a monthly basis at City Hall. Please refer to the Department of Procurement Services website at Cityofchicago.org/procurement for exact times and locations.

If you have questions regarding this new process for Contract Compliance, please contact Monica Cardenas, Deputy Procurement Officer for Compliance, at 312-744-2344. Thank you for your assistance with the City's efforts to facilitate prompt payment to subcontractors.

Sincerely,


Barbara A. Lumpkin
Chief Procurement Officer
CITY OF CHICAGO



Help Text: Subcontractor Payment Certification

The following Help Text is intended to assist vendors in the completion of the "Subcontractor Payment Certification-Compliance Copy" form. This Help Text and the "Subcontractor Payment Certification-Compliance Copy" form can also be found on the Department of Procurement Services' website at http://egov.cityofchicago.org/webportal/COCWebPortal/COC_EDITORIAL/subcompliance.pdf.

If you have questions about the "Subcontractor Payment Certification-Compliance Copy" form which are not answered by this guide, please call the Compliance Unit of the Department of Procurement Services at (312) 744-2344 between 8:30 a.m. and 4:30 p.m., Monday through Friday, and someone will assist you.

DISCLAIMER: These instructions, examples and/or definitions are not intended as advice, legal or otherwise, on the specific answers vendors should provide when filling out this form. They are merely provided in response to frequently asked generic questions.

Overview

This form must be submitted by all current City of Chicago vendors monthly. This form takes the place of the quarterly utilization report. Reports should be submitted on or before the fifth of the month directly to the Department of Procurement Services (DPS). The DPS mailing address is listed on top of the form. For the duration of an active contract or agreement with the City of Chicago, monthly forms will be required even if no invoices have been generated. If no invoices have been submitted, list \$0 on the form.

Failure to submit the "Subcontractor Payment Certification-Compliance Copy" form by the monthly deadline will delay payment to the vendor.

Note that invoices should still be sent to whatever City of Chicago departments contracted with the vendor. "Subcontractor Payment Certification" forms are a summary of all City of Chicago invoices for a contract or agreement and should be sent to DPS. One "Subcontractor Payment Certification" form should be submitted for each active contract or agreement; do not combine multiple contracts or agreements on a single form. Multiple invoices may be listed on a single form as long as they pertain to the same contract or agreement.

Line-by-Line Descriptions

Prime Contractor Name

This is the name of the vendor, as listed on City of Chicago contracts and agreements, submitting the form.

Prime Contractor Vendor/Supplier Number

A unique number is assigned by the City of Chicago to every vendor. If there is any question about a vendor's number, contact the lead City of Chicago department on a current contract or agreement.

Contract/Purchase Order/Release Numbers

This number should be listed in the official contract or agreement with the City of Chicago. If there is any question about this number, contact the lead City of Chicago department on a current contract or agreement.

Help Text: Subcontractor Payment Certification

Monthly Estimate Invoice Numbers

This may be one or more numbers depending on how many invoices were generated and submitted by a vendor during the month. List the invoice number of every invoice submitted to the City of Chicago, for the month reported on this form, for a single contract or agreement regardless of what department received the invoice. A vendor should only submit more than one "Subcontractor Payment Certification" form if it has more than one active contract or agreement with the City of Chicago.

Amount Due This Estimate

This is the total amount of all invoices submitted for the month on a single contract or agreement.

Estimated Amounts to be Paid by the Prime to Authorized Subcontractors from this Estimate

In this table, list all the subcontractors utilized by the prime vendor during the month. Type/print the full subcontractor name (minimize abbreviations). In asking for "Authorized Subcontractors," DPS means that they should also appear on the prime vendor's Economic Disclosure Statement (EDS) and, if intended to help meet M/W/DBE obligations, on the DPS-approved compliance plan. If any substitutions or additions are made to either subcontractor list, notify DPS immediately.

In the "M/W/DBE" column, indicate if the subcontractor is acting as an MBE, WBE, or DBE on this contract by writing "MBE," "WBE," or "DBE" next to the subcontractor's name. If they are a non-certified firm or not being counted toward M/W/DBE goals, write "N/A" next to their name. If there is any question about a subcontractor's vendor number, contact the lead City of Chicago department on the current contract or agreement. The payment amount should be the agreed-upon payment due to the subcontractor for work performed during the month. Do not list a subcontractor more than once; add up all intended payments to them for the month.

Total Amount to be Paid to Subcontractors

This is the sum of all intended subcontractor payments for the month. This should be the amount agreed to by the prime and subcontractors.

Balance Due Prime Contractor

To get this amount, subtract the "Total Amount to be Paid to Subcontractors" from "Amount Due This Estimate."

Certificate of the Contractor of his/her Duty Authorized Representative

"Contractor" is the business name of the prime contractor company. "Signed By" is the name of the senior manager signing this form. "Title" is that senior manager's job title. "Date" is the date the form was signed. No unsigned forms will be accepted.

Engineering Approval Letter

- Springfield may adjust CECS Values
- Request new CECS from consultant
- Carry over new values into invoices

... Your proposal was decreased by \$5,259, from \$421,345 to \$416,086 for the following reasons:

SUBJECT: PRELIMINARY ENGINEERING
Consultant Agreement
Phase II

547 123/16 102X
Section 2/5LR
Lee County
Job Nos. D-86-550-0
ST Eff. 12-1-97

Mr. Donald Duck
The Donald Group, Inc.
123 Some Street
Town City, E 61234

Dear Mr. Duck:

Engineered are original copies of a Prime Agreement for 1997 Engineering Services for the structure removal and relocation project. The work is hereafter referred to as the PROJECT. This is Phase II of a three (3) phase project.

Your firm was given authorization for a Special Agreement on November 20, 1997. This Prime Agreement is separate and distinct of the 1996 previously negotiated at the time the Standard Agreement was prepared.

Based upon an audit evaluation performed by the consultant, your proposal was decreased by \$5,259, from \$421,345 to \$416,086 for the following reasons:

The Donald Group, Inc.'s Special Agreement was reduced by \$117 as a result of finding the Senior Project Manager classification's average hourly rate to the state maximum of \$60.00. Firms are allowed two (2) days per month of the Engineer's time to travel to and from the project site. In this regard, the Engineer and the Senior Project Manager-Structural were charged by your firm as follows: (a) the Senior Project Manager was reduced to \$20.00 per hour.

Since profit was reduced, profit was also reduced by \$4,540. Profit was reduced to a greater extent because some Engineering services of the 1996 to have State total were reduced or not been agreed.

Note - Costs can be supported as attached.

CECS

Cost Estimate of Consultant Services

➤ Info used to fill out values in Invoices

➤ Max Allowable

➤ Overhead Rate

COST PLUS FIXED FEE COST ESTIMATE OF CONSULTANT SERVICES

05/20/88
09:49

FROM The Central Bank, Inc.
P.O. BOX 10287
HOUSTON, TEXAS 77238

OVERHEAD RATE
CONVEYANCE FACTOR

DATE

LINE	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT	PERCENT	AMOUNT	TOTAL	UNIT	PRICE	AMOUNT	TOTAL
001	1.0000	1	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
002	2.0000	2	10,701.43	17,402.86	33.33	33.33	33.33	33.33			33.33	33.33
003	3.0000	3	2,000.00	6,000.00	11.11	11.11	11.11	11.11			11.11	11.11
004	4.0000	4	1,000.00	4,000.00	7.41	7.41	7.41	7.41			7.41	7.41
005	5.0000	5	1,000.00	5,000.00	9.26	9.26	9.26	9.26			9.26	9.26
006	6.0000	6	1,000.00	6,000.00	11.11	11.11	11.11	11.11			11.11	11.11
007	7.0000	7	1,000.00	7,000.00	13.04	13.04	13.04	13.04			13.04	13.04
008	8.0000	8	1,000.00	8,000.00	15.00	15.00	15.00	15.00			15.00	15.00
009	9.0000	9	1,000.00	9,000.00	17.00	17.00	17.00	17.00			17.00	17.00
010	10.0000	10	1,000.00	10,000.00	19.05	19.05	19.05	19.05			19.05	19.05
011	11.0000	11	1,000.00	11,000.00	21.15	21.15	21.15	21.15			21.15	21.15
012	12.0000	12	1,000.00	12,000.00	23.33	23.33	23.33	23.33			23.33	23.33
013	13.0000	13	1,000.00	13,000.00	25.56	25.56	25.56	25.56			25.56	25.56
014	14.0000	14	1,000.00	14,000.00	27.83	27.83	27.83	27.83			27.83	27.83
015	15.0000	15	1,000.00	15,000.00	30.14	30.14	30.14	30.14			30.14	30.14
016	16.0000	16	1,000.00	16,000.00	32.50	32.50	32.50	32.50			32.50	32.50
017	17.0000	17	1,000.00	17,000.00	34.91	34.91	34.91	34.91			34.91	34.91
018	18.0000	18	1,000.00	18,000.00	37.38	37.38	37.38	37.38			37.38	37.38
019	19.0000	19	1,000.00	19,000.00	39.91	39.91	39.91	39.91			39.91	39.91
020	20.0000	20	1,000.00	20,000.00	42.50	42.50	42.50	42.50			42.50	42.50
021	21.0000	21	1,000.00	21,000.00	45.15	45.15	45.15	45.15			45.15	45.15
022	22.0000	22	1,000.00	22,000.00	47.86	47.86	47.86	47.86			47.86	47.86
023	23.0000	23	1,000.00	23,000.00	50.63	50.63	50.63	50.63			50.63	50.63
024	24.0000	24	1,000.00	24,000.00	53.46	53.46	53.46	53.46			53.46	53.46
025	25.0000	25	1,000.00	25,000.00	56.35	56.35	56.35	56.35			56.35	56.35
026	26.0000	26	1,000.00	26,000.00	59.30	59.30	59.30	59.30			59.30	59.30
027	27.0000	27	1,000.00	27,000.00	62.31	62.31	62.31	62.31			62.31	62.31
028	28.0000	28	1,000.00	28,000.00	65.38	65.38	65.38	65.38			65.38	65.38
029	29.0000	29	1,000.00	29,000.00	68.51	68.51	68.51	68.51			68.51	68.51
030	30.0000	30	1,000.00	30,000.00	71.70	71.70	71.70	71.70			71.70	71.70
031	31.0000	31	1,000.00	31,000.00	74.96	74.96	74.96	74.96			74.96	74.96
032	32.0000	32	1,000.00	32,000.00	78.28	78.28	78.28	78.28			78.28	78.28
033	33.0000	33	1,000.00	33,000.00	81.66	81.66	81.66	81.66			81.66	81.66
034	34.0000	34	1,000.00	34,000.00	85.10	85.10	85.10	85.10			85.10	85.10
035	35.0000	35	1,000.00	35,000.00	88.60	88.60	88.60	88.60			88.60	88.60
036	36.0000	36	1,000.00	36,000.00	92.16	92.16	92.16	92.16			92.16	92.16
037	37.0000	37	1,000.00	37,000.00	95.78	95.78	95.78	95.78			95.78	95.78
038	38.0000	38	1,000.00	38,000.00	99.46	99.46	99.46	99.46			99.46	99.46
039	39.0000	39	1,000.00	39,000.00	103.20	103.20	103.20	103.20			103.20	103.20
040	40.0000	40	1,000.00	40,000.00	107.00	107.00	107.00	107.00			107.00	107.00
041	41.0000	41	1,000.00	41,000.00	110.86	110.86	110.86	110.86			110.86	110.86
042	42.0000	42	1,000.00	42,000.00	114.78	114.78	114.78	114.78			114.78	114.78
043	43.0000	43	1,000.00	43,000.00	118.76	118.76	118.76	118.76			118.76	118.76
044	44.0000	44	1,000.00	44,000.00	122.80	122.80	122.80	122.80			122.80	122.80
045	45.0000	45	1,000.00	45,000.00	126.90	126.90	126.90	126.90			126.90	126.90
046	46.0000	46	1,000.00	46,000.00	131.06	131.06	131.06	131.06			131.06	131.06
047	47.0000	47	1,000.00	47,000.00	135.28	135.28	135.28	135.28			135.28	135.28
048	48.0000	48	1,000.00	48,000.00	139.56	139.56	139.56	139.56			139.56	139.56
049	49.0000	49	1,000.00	49,000.00	143.90	143.90	143.90	143.90			143.90	143.90
050	50.0000	50	1,000.00	50,000.00	148.30	148.30	148.30	148.30			148.30	148.30
051	51.0000	51	1,000.00	51,000.00	152.76	152.76	152.76	152.76			152.76	152.76
052	52.0000	52	1,000.00	52,000.00	157.28	157.28	157.28	157.28			157.28	157.28
053	53.0000	53	1,000.00	53,000.00	161.86	161.86	161.86	161.86			161.86	161.86
054	54.0000	54	1,000.00	54,000.00	166.50	166.50	166.50	166.50			166.50	166.50
055	55.0000	55	1,000.00	55,000.00	171.20	171.20	171.20	171.20			171.20	171.20
056	56.0000	56	1,000.00	56,000.00	175.96	175.96	175.96	175.96			175.96	175.96
057	57.0000	57	1,000.00	57,000.00	180.78	180.78	180.78	180.78			180.78	180.78
058	58.0000	58	1,000.00	58,000.00	185.66	185.66	185.66	185.66			185.66	185.66
059	59.0000	59	1,000.00	59,000.00	190.60	190.60	190.60	190.60			190.60	190.60
060	60.0000	60	1,000.00	60,000.00	195.60	195.60	195.60	195.60			195.60	195.60
061	61.0000	61	1,000.00	61,000.00	200.66	200.66	200.66	200.66			200.66	200.66
062	62.0000	62	1,000.00	62,000.00	205.78	205.78	205.78	205.78			205.78	205.78
063	63.0000	63	1,000.00	63,000.00	210.96	210.96	210.96	210.96			210.96	210.96
064	64.0000	64	1,000.00	64,000.00	216.20	216.20	216.20	216.20			216.20	216.20
065	65.0000	65	1,000.00	65,000.00	221.50	221.50	221.50	221.50			221.50	221.50
066	66.0000	66	1,000.00	66,000.00	226.86	226.86	226.86	226.86			226.86	226.86
067	67.0000	67	1,000.00	67,000.00	232.28	232.28	232.28	232.28			232.28	232.28
068	68.0000	68	1,000.00	68,000.00	237.76	237.76	237.76	237.76			237.76	237.76
069	69.0000	69	1,000.00	69,000.00	243.30	243.30	243.30	243.30			243.30	243.30
070	70.0000	70	1,000.00	70,000.00	248.90	248.90	248.90	248.90			248.90	248.90
071	71.0000	71	1,000.00	71,000.00	254.56	254.56	254.56	254.56			254.56	254.56
072	72.0000	72	1,000.00	72,000.00	260.28	260.28	260.28	260.28			260.28	260.28
073	73.0000	73	1,000.00	73,000.00	266.06	266.06	266.06	266.06			266.06	266.06
074	74.0000	74	1,000.00	74,000.00	271.90	271.90	271.90	271.90			271.90	271.90
075	75.0000	75	1,000.00	75,000.00	277.80	277.80	277.80	277.80			277.80	277.80
076	76.0000	76	1,000.00	76,000.00	283.76	283.76	283.76	283.76			283.76	283.76
077	77.0000	77	1,000.00	77,000.00	289.78	289.78	289.78	289.78			289.78	289.78
078	78.0000	78	1,000.00	78,000.00	295.86	295.86	295.86	295.86			295.86	295.86
079	79.0000	79	1,000.00	79,000.00	302.00	302.00	302.00	302.00			302.00	302.00
080	80.0000	80	1,000.00	80,000.00	308.20	308.20	308.20	308.20			308.20	308.20
081	81.0000	81	1,000.00	81,000.00	314.46	314.46	314.46	314.46			314.46	314.46
082	82.0000	82	1,000.0									

Local Agency
Cost Plus Fixed Fee Invoice
Form BLR 05621

DISTRICT 1
COST PLUS FIXED FEE INVOICE
CONSULTANT INSTRUCTIONAL GUIDE

GENERAL

- ✓ Use the latest form COST PLUS FIXED FEE INVOICE (BLR 06821) available on the DOT website
- ✓ Complete the worksheets in order of appearance (Progress Report → Performance Direct Cost → Invoice)
 - Information and tabs from the progressive worksheets
- ✓ Complete where spaced grey or yellow only
- ✓ Project information must be filled out on each worksheet
 - Do not use the construction number for the job number
- ✓ Do NOT manually manipulate cells (formulas or values) in a worksheet
 - There is no need to manipulate these cells
- ✓ If you need a cell must be manipulated, you MUST submit a memo detailing the manipulation
- ✓ All manipulations must be approved by Project Manager prior to use
- ✓ Use provided buttons in worksheet to add additional rows
- ✓ Revise invoice numbers and dates
- ✓ When two or more jobs are included under the same contract, provide individual progress reports and a summary progress report. Use the summary to calculate the invoice values. Submit only one invoice

START-UP

The Start-Up items should be done once at the beginning of the project and should stay constant throughout the duration of the project. Filing in all the cells COMPLETELY at the beginning saves time when filing out later invoices.

Progress Report

- ✓ List all tasks
 - If a task needs to be added, a supplemental agreement must be approved
 - If a task needs to be added, add it to the end of the task list
- ✓ List all subcontractors
 - Total for Prime Consultant & Total for Subcontractors must equal 100%

Personal Summary

- ✓ Include names of ALL employees who WILL work on the project
- ✓ Do not delete names if they did not work on the project during that period

SUBMITTAL

- ✓ If an employee is added midway through the project, add them to the end of the list
- ✓ Use provided button in worksheet to add additional rows

Direct Cost Summary

- Direct costs must be negotiated & included in your agreement to be reimbursable
- Include ALL approved direct cost tasks on the Direct Cost Summary sheet.
- If DC not used during that period, leave blank or place a zero (0) in the appropriate cell
- Do NOT submit direct costs that cannot be processed
- If a direct cost needs to be added, a supplemental agreement must be approved

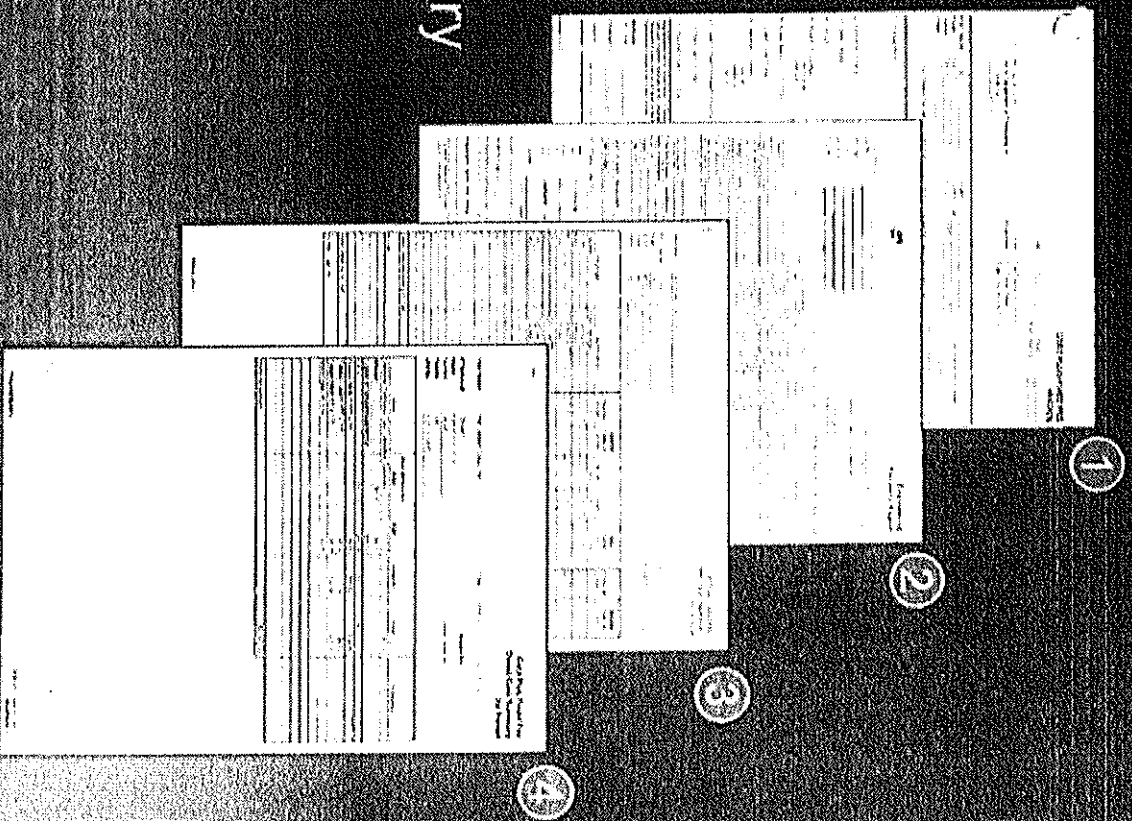
Complete and submit the "Consultant Invoice Submittal Check Sheet"

- "CTRL +P" will print out the appropriate sheets for the BLR 06821 Package, submit one hardcopy
- The Progress Report and Invoices sheets must be **SIGNED** and **DATED** by the consultant prior to submittal
- If the overhead percentage rate changes, submit a copy of the approval letter with the first affected invoice
- ALL manipulations must be documented in detail and submitted with the affected invoice packet
- The Prime Consultant is responsible for the submittal of ALL electronic invoices, their own and their subs
 - Save files as Conf_ConsultantName_ [date]_Invoice_Sheet Name.Section Number.xsm

Invoice

➤ Four sheets:

- 1) CPFF Invoice
- 2) Engineering Progress Report
- 3) CPFF Personnel Summary for Period
- 4) CPFF Direct Cost Summary for Period





Chicago Department of Transportation

REGISTRATION SERVICES
COMMISSIONER

City of Chicago
CDOT Professional Services
Document Separation Page

Section 4 - Invoice Summary and Detail

CPFF - INVOICE

COST PLUS FIXED FEE INVOICE

Contract No. _____
 Order No. _____
 Date of Invoice _____

State	Contract	Order	Contract No.
Illinois	100-100000	100-100000	100-100000
Illinois	100-100000	100-100000	100-100000

For Professional Services performed on the project for the contract period 01/01/00 to 12/31/00.

Invoice Period	Contract	Order	Contract No.
01/01/00 - 03/31/00	100-100000	100-100000	100-100000

Invoice Period	Contract	Order	Contract No.	CPFF Fee	CPFF Fee %	CPFF Fee \$	CPFF Fee %	CPFF Fee \$
01/01/00 - 03/31/00	100-100000	100-100000	100-100000	100,000.00	10.00%	10,000.00	10.00%	10,000.00
04/01/00 - 06/30/00	100-100000	100-100000	100-100000	100,000.00	10.00%	10,000.00	10.00%	10,000.00
07/01/00 - 09/30/00	100-100000	100-100000	100-100000	100,000.00	10.00%	10,000.00	10.00%	10,000.00
10/01/00 - 12/31/00	100-100000	100-100000	100-100000	100,000.00	10.00%	10,000.00	10.00%	10,000.00
Total				400,000.00	10.00%	40,000.00	10.00%	40,000.00

1. Payment Due this Invoice: \$40,000.00

2. Payment Method: Check

3. Payment Due Date: 04/15/00

Accepted by: _____ Date: _____

Accepted by: _____ Date: _____

Accepted by: _____ Date: _____

Contractor: _____

Contract No.: _____

Order No.: _____

PURPLE

- Constants
- Address Blocks
- Sub-consultants
- Max Allowable
- Overhead Rate

ORANGE

- Varies with each invoice
- Dates
- Invoice Number
- Fixed Fee %
- This Invoice
- Previously Invoiced
- Invoice Date

COST PLUS FIXED FEE
INVOICE

1. Total Invoice Amount

2. Fixed Fee %

3. Sub-consultants

4. Max Allowable

5. Overhead Rate

6. Invoice Date

7. Invoice Number

8. Fixed Fee %

9. This Invoice

10. Previously Invoiced

11. Invoice Date

12. Invoice Date

13. Invoice Date

14. Invoice Date

15. Invoice Date

16. Invoice Date

GREEN

➤ Max Allowable,
Payroll & OH Rate

➤ Values listed in
Agreement

➤ Constants
throughout project
unless modified by
Supplement

COST PLUS FIXED FEE
INVOICE

Project No. _____
Contract No. _____
Invoice No. _____
Date: _____

Project Name	_____	Project No.	_____
Contract No.	_____	Invoice No.	_____
Invoice Date	_____	Period	_____

1. Labor	_____	2. Material	_____
3. Equipment	_____	4. Subcontract	_____
5. Other	_____	6. Contingency	_____

7. Overhead	_____	8. Profit	_____
9. Total	_____	10. Net	_____

11. Labor	_____	12. Material	_____
13. Equipment	_____	14. Subcontract	_____
15. Other	_____	16. Contingency	_____

17. Overhead	_____	18. Profit	_____
19. Total	_____	20. Net	_____

21. Labor	_____	22. Material	_____
23. Equipment	_____	24. Subcontract	_____
25. Other	_____	26. Contingency	_____

City of Chicago

CDOT – Professional Services

Document Separation Page

Section 4 – Support Documents (if necessary)

Engineering Progress Report

Engineering Progress Report

Lead Agency: _____
 Section: _____
 Job No.: _____
 Project No.: _____
 County: _____
 Route: _____

Date: December 2, 2010
 Month Ending: November 23, 2010
 Year: 2010
 Month: 11
 Day: 23

Item	% Complete		Project	% of	Est. Cost	Date	Remarks
	Actual	Contract					
Reservoir	4.0000%	0.0000%	1.0000%	1.0000%	1.0000%		
Dam	10.0000%	10.0000%	1.0000%	1.0000%	1.0000%		
Spillway & Outfall	1.0000%	1.0000%	1.0000%	1.0000%	1.0000%		
Vertical Structure	20.0000%	20.0000%	1.0000%	1.0000%	1.0000%		
Piers & Pilewh	5.0000%	5.0000%	1.0000%	1.0000%	1.0000%		
Drainage & Seepage Control	0.0000%	2.0000%	7.0000%	1.0000%	1.0000%		
Impervious Floor	5.0000%	2.0000%	2.0000%	1.0000%	1.0000%		
Other Structures	0.0000%	20.0000%	13.0000%	1.0000%	1.0000%		
Pen Insulation	0.0000%	0.0000%	5.0000%	1.0000%	1.0000%		
Special Provisions	0.0000%	0.0000%	1.0000%	1.0000%	1.0000%		
Vertical and Fish Ways	1.0000%	2.0000%	1.0000%	1.0000%	1.0000%		
COOL	0.0000%	0.0000%	2.0000%	1.0000%	1.0000%		
Administration	10.0000%	2.0000%	3.1000%	1.0000%	1.0000%		
Subcontractor CR	0.0000%	2.0000%	1.0000%	1.0000%	1.0000%		
Total for Prime Contract	1.6667%	3.8889%	31.0000%	5.0000%			
Subcontractors							
Hydro Inc	0.0000%	1.2222%	5.0000%	2.0000%			
Cheney, Inc	1.2222%	5.6667%	11.0000%	3.0000%			
Large Inc	0.0000%	0.5556%	10.0000%	1.0000%			
Total for Subcontractors	0.2222%	2.2222%	30.0000%	2.0000%			
Total Project	1.8889%	6.1111%	61.0000%	7.0000%			

For Detail Use Only:

On Schedule

Behind Schedule

Comments (Use reverse side)

Sign: _____
 District Project Manager/Engineer

Submitted By: _____
 Date: _____

Reviewed By: _____
 Date: _____

For District/Section Progress Report

Submitted By: _____
 Date: _____

Checked By: _____
 Date: _____

APPROVED AND RECEIVED: _____

Project Engineer/Engineer

12/2/2010

Engineering
Progress Report

Fiscal Agency: _____ Date: _____
 Section: _____
 Job No.: _____
 Project No.: _____
 County: _____
 Route: _____
 Month Ending: _____
 Report No.: _____
 Form: _____

➤ Running Total for
ENTIRE project up
 to and including the
 last report

➤ % Complete only for
THIS period, NOT a
 running total

➤ Total % of Project
 should equal 100%

Item	% Complete		W or Report	W or Contract	Date	Remarks
	W or Report	W or Contract				
Summary	100.00%	100.00%				
Period	100.00%	100.00%				
Services & Supplies	100.00%	100.00%				
Travel Expenses	100.00%	100.00%				
Plan & Profile	100.00%	100.00%				
Design & Erection Contract	100.00%	100.00%				
Construction Plans	100.00%	100.00%				
Other Services	100.00%	100.00%				
Permit Expenses	100.00%	100.00%				
Special Procedures	100.00%	100.00%				
Materials and Field Checks	100.00%	100.00%				
Contract	100.00%	100.00%				
Administration	100.00%	100.00%				
Subcontractor's Fee	100.00%	100.00%				
Total for Agency Contract	100.00%	100.00%				
Subcontractors	100.00%	100.00%				
Local Inc.	100.00%	100.00%				
Contract Inc.	100.00%	100.00%				
Local Inc.	100.00%	100.00%				
Total for Subcontractors	100.00%	100.00%				
Total Project	100.00%	100.00%				

For District Use Only:
 On Schedule
 Behind Schedule
 Contracting (Use reverse side)
 Special: _____
 Submitted By: _____
 For Reporting: _____
 Approved By: _____
 Date: _____

Work in Progress: _____
 Estimated work next period: _____
 District Engineer: _____
 Date: _____

YELLOW

GRB Training
Progress Report

Local Agency: _____ Date: _____
 Section: _____
 Job No.: _____
 Project No: _____
 County: _____
 Route: _____

✓ Check

➤ When an Item is complete, the value in the orange column will equal the value in the yellow column

➤ Check task percentages against deliverables received

Item	Y-Orange		%	%	%	%	%
	Unit	During Time					
Contract	4,000,000	3,000,000	75%				
Contract & Classroom	1,000,000	1,000,000	100%				
Travel Services	50,000,000	20,000,000	40%				
Part 3 Provider	2,000,000	2,000,000	100%				
Contract & Expense Control	0,000,000	2,000,000	200%				
Personnel Fees	5,000,000	2,000,000	40%				
Other Services	2,000,000	2,000,000	100%				
Form Resources	8,000,000	8,000,000	100%				
Special Services	0,000,000	0,000,000	0%				
Hardware and Field Costs	3,000,000	2,000,000	67%				
Other	5,000,000	2,000,000	40%				
Subcontractor	10,000,000	2,000,000	20%				
Subcontractor DL	0,000,000	2,000,000	200%				
Total for Prime Consultant	1,000,000	1,000,000	100%				
Subcontractors	0,000,000	1,000,000	100%				
Other Inc	1,001,000	5,000,000	500%				
Contract Inc	2,000,000	2,000,000	100%				
Other Inc							
Total for Subcontractors	4,000,000	22,000,000	550%				
Total Project	1,000,000	4,000,000	400%				

For Official Use Only:

On Schedule
 Behind Schedule
 Contract / Use Revenue User

Submitted by: _____
 For Subcontractor's Program Staff: _____
 Approved By: _____
 Date: _____

Item this period: _____

Activities activity period: _____

2010-2011 Progress Report
 14th of October 2011

BLUE

Engineering
Progress Report

License Agency: _____ Date: _____
 Section: _____
 Job No.: _____
 Project No: _____
 County: _____
 Route: _____

✓ Check Totals

Column A + Column B
=
Column C

Item	% Complete		No. of Reports	No. of Comments	Date Due	Remarks
	Last Report	Current Date				
Receiver	4.0000%	0.0000%	3	0	5/15/02	
General	10.0000%	10.0000%	1	0	5/15/02	
Schedule & Comments	1.0000%	1.0000%	1	0	5/15/02	
Field Services	50.0000%	10.0000%	4	0	5/15/02	
Plan & Profile	4.0000%	20.0000%	1	0	5/15/02	
Design & Emission Control	0.0000%	2.0000%	1	0	5/15/02	
Intermittent Flow	5.0000%	2.0000%	1	0	5/15/02	
Other Services	0.0000%	0.0000%	0	0	5/15/02	
Plan Reviews	0.0000%	0.0000%	0	0	5/15/02	
Schedule Revisions	0.0000%	0.0000%	0	0	5/15/02	
Drawings and Field Checks	0.0000%	0.0000%	0	0	5/15/02	
OTOL	0.0000%	0.0000%	0	0	5/15/02	
Administration	10.0000%	2.0000%	2	0	5/15/02	
Subcontractors	0.0000%	2.0000%	1	0	5/15/02	
Total for Prime Contract						
Subcontractors						
Hobby, Inc.	A	B	5	0	5/15/02	
Demery, Inc.	1	2	0	0	5/15/02	
Loone, Inc.	1	0	0	0	5/15/02	
Total for Subcontractors						
Total Project						

For General Use Only:

On Schedule

Behind Schedule

Comments Use reverse side

5 Stars Comments: Work report given

Reported By: _____ Date: 5/15/02

Approved By: _____ Date: 5/15/02

For: The Donors Group, Inc.

Total this report: _____

2. Projects with next report: _____

Submitted by: _____

Checked by: _____

Approved by: _____

Date: _____

BLUE

Engineering
Progress Report

Local Agency: _____ Date: December 1, 2010
 Section: _____
 Job No.: _____
 Project No.: _____
 County: _____
 Route: _____

➤ "Total % Complete During This Period" is used to calculate Fixed Fee

Fixed Fee
includes work done by sub-consultants

➤ Check Fixed Fee % of Project Complete against Earned Date (in Supplemental sheet)

Check Fixed Fee

% of Project Complete
against Earned Date
(in Supplemental sheet)

Year	A. Complete		B. %	C. Project	D. Date	E. Remarks
	Start	End				
2009	10/20/09	10/20/09	100%	100%	10/20/09	
2010	1/1/10	1/1/10	100%	100%	1/1/10	
2011	1/1/11	1/1/11	100%	100%	1/1/11	
2012	1/1/12	1/1/12	100%	100%	1/1/12	
2013	1/1/13	1/1/13	100%	100%	1/1/13	
2014	1/1/14	1/1/14	100%	100%	1/1/14	
2015	1/1/15	1/1/15	100%	100%	1/1/15	
2016	1/1/16	1/1/16	100%	100%	1/1/16	
2017	1/1/17	1/1/17	100%	100%	1/1/17	
2018	1/1/18	1/1/18	100%	100%	1/1/18	
2019	1/1/19	1/1/19	100%	100%	1/1/19	
2020	1/1/20	1/1/20	100%	100%	1/1/20	
2021	1/1/21	1/1/21	100%	100%	1/1/21	
2022	1/1/22	1/1/22	100%	100%	1/1/22	
2023	1/1/23	1/1/23	100%	100%	1/1/23	
2024	1/1/24	1/1/24	100%	100%	1/1/24	
2025	1/1/25	1/1/25	100%	100%	1/1/25	
2026	1/1/26	1/1/26	100%	100%	1/1/26	
2027	1/1/27	1/1/27	100%	100%	1/1/27	
2028	1/1/28	1/1/28	100%	100%	1/1/28	
2029	1/1/29	1/1/29	100%	100%	1/1/29	
2030	1/1/30	1/1/30	100%	100%	1/1/30	
2031	1/1/31	1/1/31	100%	100%	1/1/31	
2032	1/1/32	1/1/32	100%	100%	1/1/32	
2033	1/1/33	1/1/33	100%	100%	1/1/33	
2034	1/1/34	1/1/34	100%	100%	1/1/34	
2035	1/1/35	1/1/35	100%	100%	1/1/35	
2036	1/1/36	1/1/36	100%	100%	1/1/36	
2037	1/1/37	1/1/37	100%	100%	1/1/37	
2038	1/1/38	1/1/38	100%	100%	1/1/38	
2039	1/1/39	1/1/39	100%	100%	1/1/39	
2040	1/1/40	1/1/40	100%	100%	1/1/40	
2041	1/1/41	1/1/41	100%	100%	1/1/41	
2042	1/1/42	1/1/42	100%	100%	1/1/42	
2043	1/1/43	1/1/43	100%	100%	1/1/43	
2044	1/1/44	1/1/44	100%	100%	1/1/44	
2045	1/1/45	1/1/45	100%	100%	1/1/45	
2046	1/1/46	1/1/46	100%	100%	1/1/46	
2047	1/1/47	1/1/47	100%	100%	1/1/47	
2048	1/1/48	1/1/48	100%	100%	1/1/48	
2049	1/1/49	1/1/49	100%	100%	1/1/49	
2050	1/1/50	1/1/50	100%	100%	1/1/50	
2051	1/1/51	1/1/51	100%	100%	1/1/51	
2052	1/1/52	1/1/52	100%	100%	1/1/52	
2053	1/1/53	1/1/53	100%	100%	1/1/53	
2054	1/1/54	1/1/54	100%	100%	1/1/54	
2055	1/1/55	1/1/55	100%	100%	1/1/55	
2056	1/1/56	1/1/56	100%	100%	1/1/56	
2057	1/1/57	1/1/57	100%	100%	1/1/57	
2058	1/1/58	1/1/58	100%	100%	1/1/58	
2059	1/1/59	1/1/59	100%	100%	1/1/59	
2060	1/1/60	1/1/60	100%	100%	1/1/60	
2061	1/1/61	1/1/61	100%	100%	1/1/61	
2062	1/1/62	1/1/62	100%	100%	1/1/62	
2063	1/1/63	1/1/63	100%	100%	1/1/63	
2064	1/1/64	1/1/64	100%	100%	1/1/64	
2065	1/1/65	1/1/65	100%	100%	1/1/65	
2066	1/1/66	1/1/66	100%	100%	1/1/66	
2067	1/1/67	1/1/67	100%	100%	1/1/67	
2068	1/1/68	1/1/68	100%	100%	1/1/68	
2069	1/1/69	1/1/69	100%	100%	1/1/69	
2070	1/1/70	1/1/70	100%	100%	1/1/70	
2071	1/1/71	1/1/71	100%	100%	1/1/71	
2072	1/1/72	1/1/72	100%	100%	1/1/72	
2073	1/1/73	1/1/73	100%	100%	1/1/73	
2074	1/1/74	1/1/74	100%	100%	1/1/74	
2075	1/1/75	1/1/75	100%	100%	1/1/75	
2076	1/1/76	1/1/76	100%	100%	1/1/76	
2077	1/1/77	1/1/77	100%	100%	1/1/77	
2078	1/1/78	1/1/78	100%	100%	1/1/78	
2079	1/1/79	1/1/79	100%	100%	1/1/79	
2080	1/1/80	1/1/80	100%	100%	1/1/80	
2081	1/1/81	1/1/81	100%	100%	1/1/81	
2082	1/1/82	1/1/82	100%	100%	1/1/82	
2083	1/1/83	1/1/83	100%	100%	1/1/83	
2084	1/1/84	1/1/84	100%	100%	1/1/84	
2085	1/1/85	1/1/85	100%	100%	1/1/85	
2086	1/1/86	1/1/86	100%	100%	1/1/86	
2087	1/1/87	1/1/87	100%	100%	1/1/87	
2088	1/1/88	1/1/88	100%	100%	1/1/88	
2089	1/1/89	1/1/89	100%	100%	1/1/89	
2090	1/1/90	1/1/90	100%	100%	1/1/90	
2091	1/1/91	1/1/91	100%	100%	1/1/91	
2092	1/1/92	1/1/92	100%	100%	1/1/92	
2093	1/1/93	1/1/93	100%	100%	1/1/93	
2094	1/1/94	1/1/94	100%	100%	1/1/94	
2095	1/1/95	1/1/95	100%	100%	1/1/95	
2096	1/1/96	1/1/96	100%	100%	1/1/96	
2097	1/1/97	1/1/97	100%	100%	1/1/97	
2098	1/1/98	1/1/98	100%	100%	1/1/98	
2099	1/1/99	1/1/99	100%	100%	1/1/99	
2100	1/1/100	1/1/100	100%	100%	1/1/100	

After Date Use Dry

On Schedule
 Behind Schedule
 2 Weeks Behind Schedule
 4 Weeks Behind Schedule
 6 Weeks Behind Schedule
 8 Weeks Behind Schedule
 10 Weeks Behind Schedule
 12 Weeks Behind Schedule
 14 Weeks Behind Schedule
 16 Weeks Behind Schedule
 18 Weeks Behind Schedule
 20 Weeks Behind Schedule
 22 Weeks Behind Schedule
 24 Weeks Behind Schedule
 26 Weeks Behind Schedule
 28 Weeks Behind Schedule
 30 Weeks Behind Schedule
 32 Weeks Behind Schedule
 34 Weeks Behind Schedule
 36 Weeks Behind Schedule
 38 Weeks Behind Schedule
 40 Weeks Behind Schedule
 42 Weeks Behind Schedule
 44 Weeks Behind Schedule
 46 Weeks Behind Schedule
 48 Weeks Behind Schedule
 50 Weeks Behind Schedule
 52 Weeks Behind Schedule
 54 Weeks Behind Schedule
 56 Weeks Behind Schedule
 58 Weeks Behind Schedule
 60 Weeks Behind Schedule
 62 Weeks Behind Schedule
 64 Weeks Behind Schedule
 66 Weeks Behind Schedule
 68 Weeks Behind Schedule
 70 Weeks Behind Schedule
 72 Weeks Behind Schedule
 74 Weeks Behind Schedule
 76 Weeks Behind Schedule
 78 Weeks Behind Schedule
 80 Weeks Behind Schedule
 82 Weeks Behind Schedule
 84 Weeks Behind Schedule
 86 Weeks Behind Schedule
 88 Weeks Behind Schedule
 90 Weeks Behind Schedule
 92 Weeks Behind Schedule
 94 Weeks Behind Schedule
 96 Weeks Behind Schedule
 98 Weeks Behind Schedule
 100 Weeks Behind Schedule

Submitted By: _____
 Department: _____
 For Date: _____
 Date: _____
 Title: _____

Year for Period: _____

Approved: _____

Signature: _____

Date: _____

CPFF - Personnel Summary for Period

From Name: The District of Columbia
 To: 10/1/82 - 10/31/82
 1. Total Agency: _____
 Social Security Number: _____
 Job Number: _____
 Project Number: _____
 County: _____
 Route: _____

CLASS: 8000 - 10/1/82 - 10/31/82
 REPORT: Personnel Summary
 AND: PERSONNEL

Employee	Classification	Supply Balance	Contract Position Hours	Hours	Cost	Cost	Cost	Cost	Cost
1. Bureau	Project Director	42.00		42.00	10,500.00	10,500.00			
2. Bureau	Director	0.00		0.00	0.00	0.00			
3. Bureau	Director	0.00		0.00	0.00	0.00			
4. Bureau	Director	0.00		0.00	0.00	0.00			
5. Bureau	Director	0.00		0.00	0.00	0.00			
6. Bureau	Director	0.00		0.00	0.00	0.00			
7. Bureau	Director	0.00		0.00	0.00	0.00			
8. Bureau	Director	0.00		0.00	0.00	0.00			
9. Bureau	Director	0.00		0.00	0.00	0.00			
10. Bureau	Director	0.00		0.00	0.00	0.00			
11. Bureau	Director	0.00		0.00	0.00	0.00			
12. Bureau	Director	0.00		0.00	0.00	0.00			
13. Bureau	Director	0.00		0.00	0.00	0.00			
14. Bureau	Director	0.00		0.00	0.00	0.00			
15. Bureau	Director	0.00		0.00	0.00	0.00			
16. Bureau	Director	0.00		0.00	0.00	0.00			
17. Bureau	Director	0.00		0.00	0.00	0.00			
18. Bureau	Director	0.00		0.00	0.00	0.00			
19. Bureau	Director	0.00		0.00	0.00	0.00			
20. Bureau	Director	0.00		0.00	0.00	0.00			
21. Bureau	Director	0.00		0.00	0.00	0.00			
22. Bureau	Director	0.00		0.00	0.00	0.00			
23. Bureau	Director	0.00		0.00	0.00	0.00			
24. Bureau	Director	0.00		0.00	0.00	0.00			
25. Bureau	Director	0.00		0.00	0.00	0.00			
26. Bureau	Director	0.00		0.00	0.00	0.00			
27. Bureau	Director	0.00		0.00	0.00	0.00			
28. Bureau	Director	0.00		0.00	0.00	0.00			
29. Bureau	Director	0.00		0.00	0.00	0.00			
30. Bureau	Director	0.00		0.00	0.00	0.00			
31. Bureau	Director	0.00		0.00	0.00	0.00			
32. Bureau	Director	0.00		0.00	0.00	0.00			
33. Bureau	Director	0.00		0.00	0.00	0.00			
34. Bureau	Director	0.00		0.00	0.00	0.00			
35. Bureau	Director	0.00		0.00	0.00	0.00			
36. Bureau	Director	0.00		0.00	0.00	0.00			
37. Bureau	Director	0.00		0.00	0.00	0.00			
38. Bureau	Director	0.00		0.00	0.00	0.00			
39. Bureau	Director	0.00		0.00	0.00	0.00			
40. Bureau	Director	0.00		0.00	0.00	0.00			
41. Bureau	Director	0.00		0.00	0.00	0.00			
42. Bureau	Director	0.00		0.00	0.00	0.00			
43. Bureau	Director	0.00		0.00	0.00	0.00			
44. Bureau	Director	0.00		0.00	0.00	0.00			
45. Bureau	Director	0.00		0.00	0.00	0.00			
46. Bureau	Director	0.00		0.00	0.00	0.00			
47. Bureau	Director	0.00		0.00	0.00	0.00			
48. Bureau	Director	0.00		0.00	0.00	0.00			
49. Bureau	Director	0.00		0.00	0.00	0.00			
50. Bureau	Director	0.00		0.00	0.00	0.00			
51. Bureau	Director	0.00		0.00	0.00	0.00			
52. Bureau	Director	0.00		0.00	0.00	0.00			
53. Bureau	Director	0.00		0.00	0.00	0.00			
54. Bureau	Director	0.00		0.00	0.00	0.00			
55. Bureau	Director	0.00		0.00	0.00	0.00			
56. Bureau	Director	0.00		0.00	0.00	0.00			
57. Bureau	Director	0.00		0.00	0.00	0.00			
58. Bureau	Director	0.00		0.00	0.00	0.00			
59. Bureau	Director	0.00		0.00	0.00	0.00			
60. Bureau	Director	0.00		0.00	0.00	0.00			
61. Bureau	Director	0.00		0.00	0.00	0.00			
62. Bureau	Director	0.00		0.00	0.00	0.00			
63. Bureau	Director	0.00		0.00	0.00	0.00			
64. Bureau	Director	0.00		0.00	0.00	0.00			
65. Bureau	Director	0.00		0.00	0.00	0.00			
66. Bureau	Director	0.00		0.00	0.00	0.00			
67. Bureau	Director	0.00		0.00	0.00	0.00			
68. Bureau	Director	0.00		0.00	0.00	0.00			
69. Bureau	Director	0.00		0.00	0.00	0.00			
70. Bureau	Director	0.00		0.00	0.00	0.00			
71. Bureau	Director	0.00		0.00	0.00	0.00			
72. Bureau	Director	0.00		0.00	0.00	0.00			
73. Bureau	Director	0.00		0.00	0.00	0.00			
74. Bureau	Director	0.00		0.00	0.00	0.00			
75. Bureau	Director	0.00		0.00	0.00	0.00			
76. Bureau	Director	0.00		0.00	0.00	0.00			
77. Bureau	Director	0.00		0.00	0.00	0.00			
78. Bureau	Director	0.00		0.00	0.00	0.00			
79. Bureau	Director	0.00		0.00	0.00	0.00			
80. Bureau	Director	0.00		0.00	0.00	0.00			
81. Bureau	Director	0.00		0.00	0.00	0.00			
82. Bureau	Director	0.00		0.00	0.00	0.00			
83. Bureau	Director	0.00		0.00	0.00	0.00			
84. Bureau	Director	0.00		0.00	0.00	0.00			
85. Bureau	Director	0.00		0.00	0.00	0.00			
86. Bureau	Director	0.00		0.00	0.00	0.00			
87. Bureau	Director	0.00		0.00	0.00	0.00			
88. Bureau	Director	0.00		0.00	0.00	0.00			
89. Bureau	Director	0.00		0.00	0.00	0.00			
90. Bureau	Director	0.00		0.00	0.00	0.00			
91. Bureau	Director	0.00		0.00	0.00	0.00			
92. Bureau	Director	0.00		0.00	0.00	0.00			
93. Bureau	Director	0.00		0.00	0.00	0.00			
94. Bureau	Director	0.00		0.00	0.00	0.00			
95. Bureau	Director	0.00		0.00	0.00	0.00			
96. Bureau	Director	0.00		0.00	0.00	0.00			
97. Bureau	Director	0.00		0.00	0.00	0.00			
98. Bureau	Director	0.00		0.00	0.00	0.00			
99. Bureau	Director	0.00		0.00	0.00	0.00			
100. Bureau	Director	0.00		0.00	0.00	0.00			
TOTAL LABOR		42.00		42.00	10,500.00	10,500.00			

Supplemental Engineering Approval Letter

- > IDOT may adjust CECS Values
- > No new CECS
 - > Mark up file copy or
 - > Request new CECS from consultant
- > Carry over new values into invoices

September 28, 2011

SUBJECT: PEQUINAWAY ENGINEERING
Contract Agreement
Final Supplemental Agreement
Phase II
EAP 128.01.1230
Section 242.04
Lee County
Job No. D462552-01
RFI #120457

Mr. Donald Duck
The Donald Firm, Inc.
123 Some Street
Town, Oh. E. 61034

Dear Mr. Duck:

Enclosed are original copies of a Final Supplemental Agreement for engineering services. This invoice for services rendered was issued for the period from 01/01/11 to 08/31/11. The invoice includes a substantial change component.

We have prepared the agreement in accordance with your most recent and final request for a total agreement amount of \$199,231.

Based upon an audit of production performance by the department, your profit was revised to 52.1% as a result of the consultant using a higher load factor. Your overall profit percentage was calculated.

The consultant's production was higher because of a different assumption of loading of the machine's

Some periods were required overhead and profit were also reduced by 500,000 and 500,000. Hwy - Profit was reduced by 5123 as a result of the revised usage of 1.07 or 1.08 from factor from the department.

The consultant's production was higher because of a different assumption of loading of the machine's

Some periods were required overhead and profit were also reduced by 500,000 and 500,000.

Demurr - Overhead was reduced by 554 as a result of the revised usage of 1.07 or 1.08 from factor from the department was 0.88.

1.07 or 1.08 - The costs are to be entered as a result of



Subcontractor Payment Certification - Compliance Copy

Return to: Department of Procurement Services
Attn: Contract Compliance Unit - Room 403 City Hall
121 N. LaSalle Street
Chicago, Illinois 60602

Prime Contractor Name

Prime Contractor Vendor/Supplier Number

Contract/Purchase Order/Release Number

Monthly Estimate Invoice Numbers

Amount Due This Estimate

Estimated Amounts to be Paid by the Prime to Authorized Subcontractors from this Estimate

	Subcontractor Name	M/W/DBE	Subcontractor Vendor/Supplier Number	Payment Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Total Amount to be Paid to Subcontractors
(If no subcontractors will be paid this invoice, please enter \$0)

Balance Due Prime Contractor
(Amount Due this Estimate less Total Amount to be Paid to Subcontractors)

Certificate of the Contractor or his Duly Authorized Representative

Under penalty of perjury, I certify that (1) I am authorized to execute this Subcontractor Payment Certification (herein after "Certification Form"); (2) I have conducted reasonable due diligence in collecting the information to be submitted with this Certification Form; (3) based on my knowledge, neither the Form or any document attached thereto, contains any untrue information nor do any of the foregoing omit any material fact necessary to make the information contained herein true and complete; (4) I understand that my company is obligated to pay any and all subcontractors identified above within 14 calendar days of receipt of payment from the City of Chicago; (5) I further understand that the Compliance Unit of the Department of Procurement Services (DPS) will contact any such subcontractors to ensure their receipt of payments due and owing from my company; (6) I understand that if the City determines that any information provided in the Certification Form, or any other document submitted to the City, is intentionally false or misleading, the City may pursue any and all remedies at law or in equity, including without limitation termination of any and all contracts with my company, debarment of my company from doing business with the City of Chicago, as well as make a referral to the appropriate law enforcement agency or agencies.

Contractor

Signed By

Title

Date

For Internal Purposes
Contract Type:
Specification Number: