

REMIT PAYMENT TO:

(Insert company logo here)

(Insert company address here)

INVOICE

Invoice Date _____
 Invoice Number _____
 Progress Estimate # _____
 For the Period : _____ to _____

Project Name: NEWPCC Upgrade - Fairness Advisor
 RFP Number: 9-2017
 File Number: S-972

Consultant Contact : _____ Tel: _____ City Project Manager: Remi Adedapo
 Assignment Contract Value: \$

Invoicing for fees as per the attached summary sheet

Fees & Disbursements	\$
Manitoba Retail Sales Tax (MRST)	\$
GST	\$ _____
TOTAL INVOICE	\$ _____

AMOUNT BILLED TO DATE	\$	-
MRST BILLED TO DATE	\$	-
GST BILLED TO DATE	\$	-

For City of Winnipeg Information

Current 0-30 days 31-60 days 61 - 90 days Over 90 days

GST Registration number: _____
 MRST Registration number: _____

INVOICING NOTES	
Currency	Canadian Funds
EFT	Electronic Funds Transfer can be requested through the Treasury Branch of Corporate Finance, if the account is payable in Canadian Funds to a Canadian Bank. All other payments are by cheque. Cheques paid to US vendors in US funds are printed every Thursday, not net 30 days.
Invoicing	Include GST / MRST Registration Numbers on face of invoice. Invoice Summary Sheet to be provided with each invoice. Consultant to issue the completed Invoice Summary Sheet in native .xls format to the Project Manager at time of invoice issuance.
Support Documentation	Allowable City of Winnipeg meal per diem rate is \$60.00. As applicable there is the option to use the per diem rate for meal expenses. If not using the per diem rate for meal expenses, then the actual restaurant itemized receipt shall be submitted, Credit/debit card slips will not be accepted as backup. Backup detail for Allowable Disbursements for Out of Town travel, meals and accommodations shall be identifiable by trip and individual. Alcohol is not reimbursable and must be deducted, including related tax, off any receipts. Allowable Disbursement support documentation should follow the Invoice Summary Sheet in the same task order.
Sub-Consultant	Backup detail shall identify the applicable Consultant's or Subconsultant's fees and disbursements as well as the combined amounts.

Project: NEWPCC Upgrade Project - Fairness Advisor
 File: S-972
 RFP Opportunity: 9-2017
 Consultant:
 Consultant Contact:
 Consultant Phone:
 City Project Manager: Remi Adedapo, P.Eng., M.A.Sc., PMP

For the Period from:
 To the period of:
 Assignment Contract Value:
 Consultant Invoice Number:
 Invoice Date:

Item	Activity / Task Description	Baseline (Proposed Budget)				Total Previously Invoiced				Invoiced This Period				Total Invoiced to Date					
		Hours	Fees	Disbursements	Total Fee	Hours	Fees	Disbursements	Total Fee	Hours	Fees	Disbursements	Total Fee	Hours	Fees	Disbursements	Total Fee	% Budget	
GENERAL																			
1	Participation at the Fairness Advisor kick-off meeting				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
2	General Communication with the City				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
3	Any other duties necessarily incidental to the Services				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
RFQ PROCESS																			
4	Review of the RFQ and associated RFQ process documents				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
5	Prepare and provide RFQ evaluation fairness training				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
6	Review of RFQ site tour and proponent's meeting scripts				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
7	Advisory services during the RFQ open period				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
8	Attendance and advisory services during the RFQ evaluation consensus meetings				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
RFP PROCESS																			
9	Review of the RFP and associated RFP process documents				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
10	Prepare and provide RFP evaluation fairness training				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
11	Review of RFP site tour and proponent's meeting scripts				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
12	Advisory services during the RFP open period (including attendance at CCMs)				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
13	Attendance and advisory services during the RFP evaluation consensus meetings				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
FINAL REPORT																			
14	Prepare and submit final report				\$0.00				\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	SubTotal	0.0	\$0.00	\$0.00	\$0.00	0.0	\$0.00	\$0.00	\$0.00	0.0	\$0.00	\$0.00	\$0.00	0.0	\$ -	0.0	\$ -	\$ -	#DIV/0!
	Applicable MRST				\$0.00				\$0.00				\$0.00					\$0.00	
	Applicable GST				\$0.00				\$0.00				\$0.00					\$0.00	
	Total				\$0.00				\$0.00				\$0.00					\$0.00	