From: Axelrad, Don
To: Gilmour, Cindy; Tallman, Ruth
Subject: RE: Contract with FDEP, SP676: Invoice for fund # 686102
Date: Monday, October 13, 2008 3:27:02 PM
Attachments: SP676 signed Contract 2008_08_18.pdf

Ruth,

I haven't heard back from you re this invoice for $423.95 for SP676, ACME synthesis, from Patricia Neese, Smithsonian (see Email below).

Note the contract language below in yellow highlight referring to quarterly invoices and progress reports.
While the contract went into effect August 18, 2008, you can bill us for work through September 30, 2008, as the contract specifies that *"It is hereby understood and agreed by the parties that the term "quarterly" shall reflect the calendar quarters ending March 31, June 30, September 30 and December 31."*

If you wish to skip the September 30 billing, that's fine; you may do a first billing December 31.

Please see the last page in the contract attached for dates vs. estimated proportion of contract completed for Tasks 1 and 2.
As in the yellow highlighted text below, invoicing is easy: proportion of contract completed (with quarterly report) and that proportion of the $133,583 total that is due.

Don Axelrad

CONTRACT LANGUAGE:

5. *A. As consideration for the services rendered by the Contractor under the terms of this Contract, the Department shall pay the Contractor on a fixed price basis in the amount of $133,583.*

   B. The Contractor shall submit invoices on a quarterly basis based on the percentage of completion of each task, in conjunction with progress reports as required herein. All bills for amounts due under this Contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. A final invoice must be submitted no later than thirty (30) days after the completion date of this Contract to assure the availability of funding for final payment. All travel and incidental expenses are included in the fixed price amount of the Contract.

Donald M. Axelrad, Ph.D.
Florida Department of Environmental Protection
2600 Blair Stone Road, MS-6511
Tallahassee, FL 32399-2400

Office: (850) 245-8072
Mobile: (850) 443-4626

From: Axelrad, Don [mailto:Don.Axelrad@dep.state.fl.us]
Sent: Friday, September 26, 2008 10:15 AM
To: Gilmour, Cindy
Subject: Invoice for $423.95 for SP676 ACME synthesis

Cindy,

I have received an invoice for $423.95 for SP676, ACME synthesis, from Patricia Neese, Smithsonian.

However, as this is a fixed price contract, the form of the invoice as per ones you've done in the past is percent of work completed and invoice for that percent of the total budget. Invoices should be lodged with quarterly progress reports.

Thanks,

Don