

ENGINEERING CONSULTANTS SECTION

SUPPLEMENTAL SERVICES BILLING RATES GUIDELINES

The following policy/guidelines will be used when negotiating Supplemental Services Contracts. Contract Items that must be included in the Billing Rate:

- Workmen's Compensation (\$100,000 minimum)
- Architects and Engineer's Professional Liability (If required, \$1,000,000 each claim)
- Comprehensive General Liability (\$1,000,000 each occurrence)
- Commercial Automobile Liability (\$1,000,000 minimum)
- Employer Taxes

A firm is identified as being Incorporated, a Limited Liability Company or having 3 or more full time 40 hour per week employees. The firms payroll or corporate tax I.D. number may be requested for verification.

Billing Rate may not exceed what is considered fair and reasonable.