



Seattle

City of Seattle

Technical Assistance Services (TAS)

What are the Backoffice Responsibilities you
are Accountable for?

Topics of Discussion

- Back Office Responsibilities
 - Invoicing Check List
 - B2GNow
- Questions & Answers



“Back Office Responsibilities”

Overview

The responsibilities of the back office include but are not limited to administration, legal , federal and state compliance , assurance (insurance & bonding) accounting, Invoicing, reporting, state and federal tax compliance and payroll.

It is the function of the consultant/contractor/supplier to translate the contract into actionable back office responsibilities.

Actionable Items

- Term of agreement
- Time of beginning and completion
- Scope of work
- Payment
- Payment Procedures
- Reimbursables
- Prompt Pay
- Subconsultant payment reporting
- Taxes fees and licenses
- Addresses for notices and deliverables
- Social equity Requirements
- Insurance

Back Office

Term of agreement

The term of agreement provides a duration, during which the scope of work is to be completed.

Time of beginning and completion

The time when the scope physically begins and ends, similar to term but not mutually exclusive.

Scope of work

Body of work which is clearly defined and expected to be performed within term. May be an attachment or exhibit.

Payment

Contractually agreed upon amount which may be payed as lump sum or require Invoicing.

Payment Procedures

Details invoicing frequency, to whom and where invoice and payment will be dispersed.

Back Office

Reimbursables

Items which may be used within the scope of work which the City will reimburse the consultant should the agreement specify.

Prompt Pay

Ensures consultant will be payed within 30 days upon receipt of invoice. Additionally, consultant is required to pay subconsultant within 30 days of completed service.

Sub Reporting

Subconsultant payment reporting is required through the B2GNow system.

Taxes fees and licenses

The consultant is responsible for all taxes, fees and licenses necessary to perform scope.

Back Office

Addresses for notices/deliverables

Specifies location where all delivered items must be sent. May be in attachment or exhibit.

Social equity Requirements

Includes Non-discrimination, WMBE Inclusion plan submitted in proposal and Paid Sick Time and Safe Time Ordinance.

Insurance

Insurance certification and additional insured endorsement policy must be submitted to the city.

Payment & Term

6. PAYMENT AND REIMBURSEMENT.

The Consultant shall be compensated an hourly rate of \$ 150.00/hour not to exceed \$322,000.00. The parties agree that the rate includes all direct, indirect, and overhead costs, including travel and living expenses, incurred by the Consultant in performance of the Services. Consultant agrees that there is no guarantee of a minimum amount of work or payment under this Agreement.

6.1 PAYMENT PROCEDURES.

Payment will be made within 30 days of acceptance of the deliverable(s) by the City's Project Manager and receipt of a correct invoice and Invoice Cover Sheet (Exhibit A).

The Consultant shall include the Agreement Number and name of City's Project Manager on Invoice. Furthermore, the Consultant must complete and attach the Invoice Coversheet for each Invoice. Submittals with incomplete Invoice and/or Coversheet will not be processed for payment.

Department of Information Technology
Accounts Payable Unit
PO Box 94709
Seattle, WA 98124-4709
Attn: AP Section
itd_ap@seattle.gov

1. TERM OF AGREEMENT.

The term of this Agreement begins when fully executed by all parties and ends on May 1, 2021 unless amended by written agreement or terminated earlier under termination provisions.

2. TIME OF BEGINNING AND COMPLETION.

The Consultant shall begin the work outlined in Attachment A - "Scope of Work" ("Work") upon receipt of written notice to proceed from the City. The City will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Consultant's control.

Accounting

Pay Roll

Employees are paid weekly or every 2 weeks. adhere to state and federal tax compliance, pay wage compliance. [Minimum wage calculator](#).

prevailing wage: <https://secure.lni.wa.gov/wagelookup/>

Taxes/fees

10. TAXES, FEES AND LICENSES

Consultant shall obtain and pay all federal, state and local licenses required for the services rendered under this Agreement. Consultant shall pay all taxes arising out of or connected with the service described herein, and otherwise fulfill all statutory fiscal obligations required by law.

Legal

Federal Compliance

Fair Labor Standards Act (FLSA), IRS, [COBRA](#), etc.

<https://www.dol.gov/>

*State and Local
Compliance*

Paid Sick Time and Safe Time Ordinance: The Consultant shall be aware that the City has a Paid Sick Time and Safe Time ordinance that requires companies to provide employees who work more than 240 hours within a year inside Seattle, with accrued paid sick and paid safe time for use when an employee or a family member needs time off from work due to illness or a critical safety issue. The ordinance applies to employers, regardless of where they are located, with more than four full-time equivalent employees. This is in addition and additive to benefits a worker receives under prevailing wages per WAC 296-127-014(4). City contract specialists may audit payroll records or interview workers as needed to ensure compliance to the ordinance. Please see <http://www.seattle.gov/laborstandards>, or you may call the Office of Labor Standards at 206-684-4500.

Insurance


Insurance requirements vary greatly over City of Seattle contractual agreements, be sure to verify.

8. INSURANCE

Insurance certification is not required. However, the Consultant agrees that it will maintain premises operations and vehicle liability insurance in force with coverages and limits of liability typically maintained by consultants performing work of a scope and nature like that called for under this Agreement, but in no event, less than the coverages and/or limits required by Washington state law. Such insurance shall include "The City of Seattle" as an additional insured for primary and non-contributory limits of liability. Workers compensation insurance shall also be maintained if required by Washington state law.

Bonding

Surety may be required or optional. Ensure bid does not exceed per-job and total bond limitations.

 City of Seattle, Department of Finance and Administrative Services
Purchasing & Contracting Services Division

Revised 06/05/08
Bond No. 023040367

**PAYMENT AND PERFORMANCE BOND
THE CITY OF SEATTLE**

We, Maroni Construction Inc. ("Principal"), and
[Insert full legal name of Vendor / Contractor]
The Ohio Casualty Insurance Company
a New Hampshire corporation
[Insert legal name of Surety and its state of incorporation]
authorized to transact surety business in the State of Washington, ("Surety"), are held and firmly bound unto **The City of Seattle** ("City"), as Oblige, in an amount equal to the total compensation and expense reimbursement payable to Principal for satisfactory completion of Principal's work under Contract No. 2017-024 between Principal and City, which total is **initially** Eighty Five Thousand Two Hundred Sixty Five and 66/100ths Dollars (\$85,265.66), lawful money of the United States of America, for the payment of which sum Principal and Surety bind themselves, their heirs, legal representatives, successors and assigns, jointly and severally, firmly by these presents. Said contract (hereinafter referred to as "the Contract") is for CEDAR FALLS POWERHOUSE SERVICE AREA ASPHALT PAVEMENT REMOVAL AND REPLACEMENT and is made a part hereof by this reference. The Contract includes the original agreement as well as all documents attached thereto or made a part thereof and all addenda, amendments, change orders, and any other document modifying, adding to or deleting from said Contract any portion thereof.

This Bond is executed in accordance with the laws of the State of Washington and is subject to all provisions thereof and the Charter and ordinances of City insofar as they are not in conflict therewith, and is entered into for the use and benefit of City, and all laborers, mechanics, subcontractors, and materialmen, and all persons who supply such person or persons, or subcontractors, with provisions or supplies for the carrying on of the work covered by the Contract.

Section A:



Contractor elects to submit a bond in lieu of retained funds.



Contractor hereby elects to have the retained percentage of this Contract held in a non-interest bearing fund by The City of Seattle until sixty (60) days following the Completion Date.



Contractor hereby elects to have The City of Seattle invest the retained percentage of the Contract from time to time as such retained percentage accrues and in accordance with RCW 60.28.011, .021 and .051. Contractor hereby designates:

Name of Financial Institution

Street Address, City, State, Zip Code

City, State, Zip Code of Financial Institution

as the repository for the escrow of said funds. Contractor hereby further agrees to be fully responsible for payment of all costs or fees incurred as a result of placing said retained percentage in escrow and investing it as authorized by statute. The City of Seattle shall not be liable in any way for any cost or fees in connection therewith.

Option B (Contracts awarded for less than \$150,000):



Contractor elects to have 10% of the contract value in lieu of Payment & Performance Bond & retainage in accordance with RCW 39.08.010. Select option below:



Contractor hereby elects to have the retained percentage of this Contract held in a non-interest bearing fund by The City of Seattle until sixty (60) days following the Completion Date.



Contractor hereby elects to have The City of Seattle invest the retained percentage of the Contract from time to time as such retained percentage accrues and in accordance with RCW 60.28.011, .021 and .051. Contractor hereby designates:



“Invoicing Check List”

Invoice Review Checklist

The City intends to pay you promptly. Below is a checklist to ensure your payment will be processed quickly. Provide this to the best person in your company for ensuring invoice quality control.

- Send the invoices to the correct address:

City Department Address/Invoice Recipient:

- Validate that the time period for services performed is within the Contract Begin Date and Contract End Date.
- Ensure invoice items have not been previously billed or paid, given the time period for which services were performed.
- Ensure enough money remains on the contract (including amendments), to pay the invoice.
- Ensure the Labor Rates match the most current approved rate sheet.
- Ensure the Overhead Rate and Fee used in calculating personnel costs match the most current approved rate sheet.
- Ensure the Direct Charges on the invoice are allowable by contract.
- Eliminate unallowable costs (*e.g. Traveling Business or First Class, Alcoholic Beverages, etc*)
- Verify that personnel named are explicitly allowed for within the contract or most current approved rate sheet.
- Ensure WMBE utilization is provided to the City and/or entered into the City on-line system.
- Check the math.
- Ensure back-up documentation is adequate and complete.
- Verify invoice number and make sure it is not a duplicate or previously submitted. Duplicate invoices will confuse and delay your payment. Contact the City if you think a duplicate invoice is needed, before you send one.

Definitions

- Services: Deliverables or work performed by the consultant including analysis, advice, recommendations, report preparation, design development, and other specialized services.
- Direct Charges: Non-Salary expenses that are necessary and directly applicable to the work required by the contract, for example, Travel & Per Diem, Reproduction Expenses, Office Supplies, and Sub-consultants, and other reimbursables.
- Contract End Date: The date the contract expires. Consultants may not work after this date.

Locating the Address



City of Seattle
Department of Finance and Administrative Services
City Purchasing & Contracting Services Division

CITY OF SEATTLE INVOICE ADDRESS GUIDE

Revised: May 15, 2017

NOTE: Please send INVOICES to **Mailing Address of Accounts Payable Section of the Ordering Department.**

DEPARTMENT	ACCOUNTS PAYABLE CONTACT	ACCOUNTS PAYABLE MAILING ADDRESS	EMAIL	PHONE/FAX
Arts & Cultural Affairs, Office of	Sheila Moss	PO Box 94748 Seattle WA 98124-4748	sheila.moss@seattle.gov	206-233-7016 Phone 206-684-7172 Fax
City Auditor, Office of	Rhonda Lyon	PO Box 94729 Seattle, WA 98124-4729	rhonda.lyon@seattle.gov	206-733-9236 Phone
City Light	Lisa Shelton	PO Box 94686 Seattle, WA 98124-6986	lisa.shelton@seattle.gov	206-684-3563 Phone 206-684-3855 Fax
Civil Rights, Seattle Office for	Latrice Ybarra	810 3 rd Avenue, Suite 750 Seattle, WA 98104-1627	latrice.ybarra@seattle.gov	206-684-4539 Phone 206-684-0332 Fax
Economic Development, Office of	Suching Luu	PO Box 94708 Seattle, WA 98124-4708	Suching.Luu@seattle.gov	206-684-7391 Phone 206-684-0379 Fax
Ethics & Elections Commission	Jhileah Jackson	PO Box 94729 Seattle, WA 98124-4729	Jhileah.Jackson@seattle.gov	206-684-8576 Phone 206-684-8590 Fax
Finance & Administrative Services, Dept. of	Catherine Pang	PO Box 94669 Seattle, WA 98124-4669	Catherine.Pang@seattle.gov	206-684-0333 Phone 206-684-0503 Fax
Fire Department	Sheila Kelly	3012 2 nd Avenue South Seattle, WA 98104-2618	Sheilam.kelly@seattle.gov	206-386-1461 Phone 206-233-2755 Fax

Finding the proper address to invoice may be difficult. This particular instruction and list was found in **additional notes.**

II. CHANGE ORDER DESCRIPTION

n/a

III. CONTRACT HISTORY

Contract Action	Description of Contract Action	Contract Term Dates/Comments
Contract Execution	Contract Execution	Initial Term 08/24/2018 - 08/24/2023 with two 2-year extensions allowed.

IV. ADDITIONAL NOTES

Orders must be placed by the authorized City of Seattle Department Representative. **Invoices must be mailed in duplicate to the CITY OF SEATTLE, Accounts Payable, per attached list. Each invoice must indicate Contract #00000000004566.**



NORTHWEST MOUNTAIN MINORITY SUPPLIER DEVELOPMENT COUNCIL

nwmmsdc.org

Billing Within Term and Fund

A year long contract for usage in the amount of \$148,000 requires services to be rendered and invoicing up to \$148,000 within the term of contract.

The City estimates annual usage of \$148,000. Bidder shall publish all City of Seattle copy request from January 1, 2017 to December 31, 2017 per the specification for City's official newspaper.

A bidder may submit a bid for one, two, or all three of the column widths below. In evaluating bids to determine the lowest and best bidder, the city will use the following formula for purposes of comparison:

- A. The price per single column inch for a bid based on a 1-1/4 inch column width shall be increased 20%. This percentage represents the ratio of column inches in a 1-1/4 inch column compared to a 1-1/2 inch column.
- B. The price per single column inch for a bid based on a 1-1/2 inch column width shall be evaluated as submitted without adjustment.
- C. The price per single column inch for bid based on a 1-3/4 inch column width shall be decreased 20%. This percentage represents the ratio of column inches in a 1-3/4 inch column compared to a 1-1/2 inch column.

3. **Term:** Any term specified in the solicitation or specification shall prevail. Should this be a one-time purchase, the Contract shall commence on the date the City's Buyer signs the same and shall expire sixty (60) days after delivery and acceptance of last item. If a Contract award, this contract shall be for the term specified in the solicitation, and if not specified shall be five years, with one two-year extension allowed at the option of the City. Such extensions shall be automatic, and shall go into effect without written confirmation, unless the City provides advance notice of the intention to not renew. The Contractor may provide also provide a notice to not extend, but must provide such notice at least 45 days prior to the otherwise automatic renewal date.

Approved Rate

Vendor Contract #3058
Change Order #1

City of Seattle Compost Rate:			Effective 2.1.16 Contract	
Weekly Can/Cart/Service	Compost Rate / pickup:	Special Pick Up		
35 Gallon Cart			TONNAGE FEES:	
1 pickups/week/container	\$ 5.45		Food Waste	\$ 65.00
48 Gallon Cart			Yard Waste	\$ 55.00
1 pickups/week/container	\$ 7.60		Wood Waste	\$ 35.00
64 Gallon Cart				
1 pickups/week/container	\$ 10.60			
96 Gallon Cart				
1 pickups/week/container	\$ 12.45			
1 Cu. Yd. Uncompacted				
1 pickups/week/container	\$ 24.00			
2 Cu. Yd. Uncompacted				
1 pickups/week/container	\$ 40.40			
3 Cu. Yd. Uncompacted				
1 pickups/week/container	\$ 55.00			
4 Cu. Yd. Uncompacted				
1 pickups/week/container	\$ 70.45			
6 Cu. Yd. Uncompacted				
1 pickups/week/container	\$ 97.05			
8 Cu. Yd. Uncompacted				
1 pickups/week/container	\$ 132.20			

Approved rates are attached to purchase order and blanket contracts. When bidding, approved bid acts as approved rate sheet.

BID OFFER FORM (Tab 2 of 3)
ITB # ITD 4524

Title: PC Hardware, Peripherals, Supplies and Accessories
Freight and delivery is to be included in the cost of each individual item

Item #	Product	Description	U/M	Qty	% Discount off Manufactur List Price (Mandatory)	Unit Price (MANDATORY)	Estended Price (Excluding Sales Tax)
1	Systems	Microsoft Surface Pro - Tablet with power supply FKG-00001	ea	10	5%	\$ 1,519.05	\$ 15,190.50
						System Subtotal	\$ 15,190.50
2	Memory	Kingston 8GB DDR4 2400MHz - KCP424SS8/8	ea	5	34%	\$ 91.94	\$ 459.70
		Kingston 8GB DDR4 2400MHz - KCP424NS8/8	ea	10	34%	\$ 91.21	\$ 912.10
		Kingston 8GB DDR3L 1600MHz - KCP3L16SD8/8	ea	5	39%	\$ 72.00	\$ 360.00



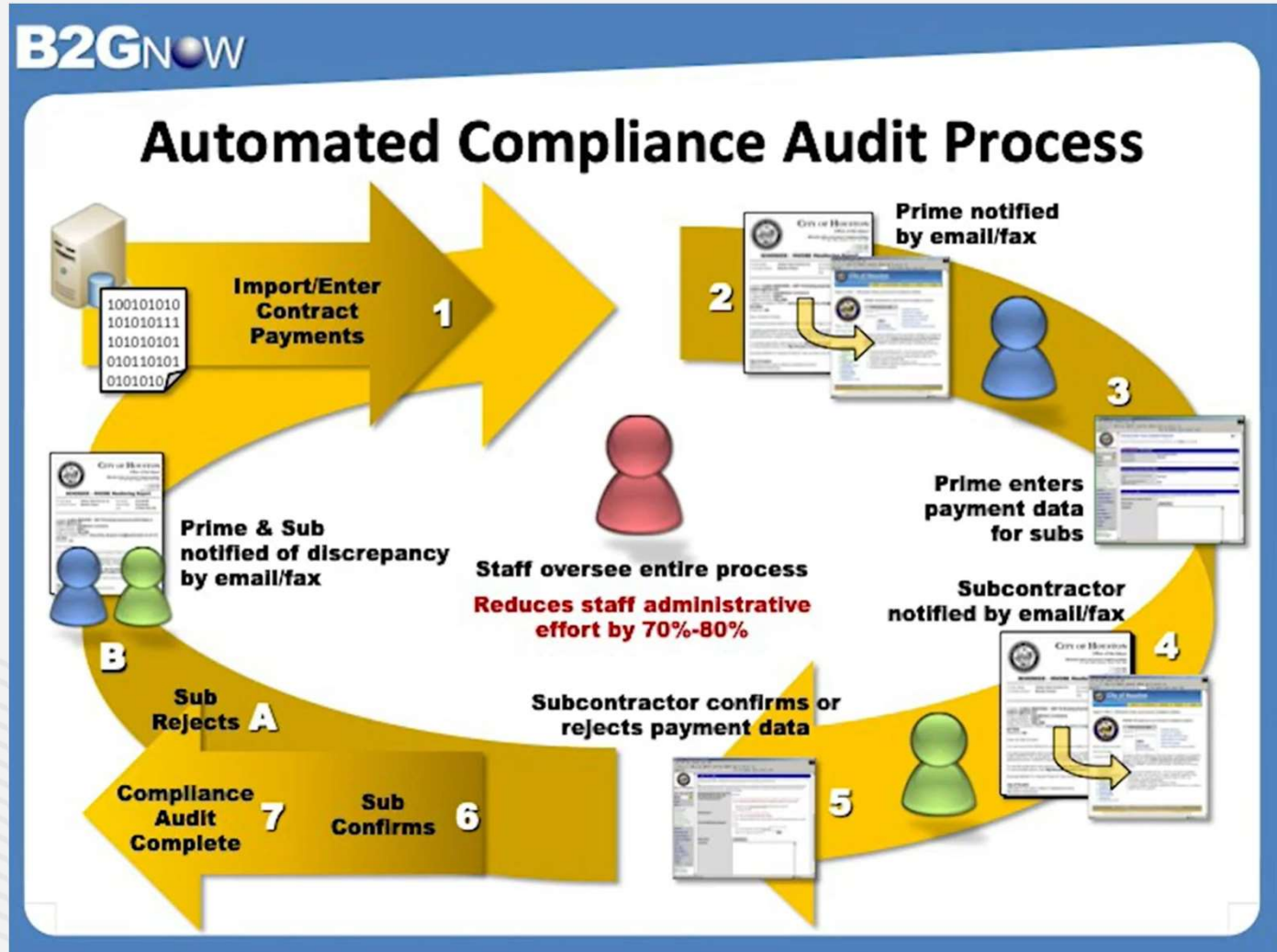
"B2G Now"

B2GNow

- In 2016, B2GNow was implemented for consultant contracts, replacing the Contractor Information Database website.
- Since January 2016, all contracts executed over \$289,000 had a WMBE inclusion plan.
- B2GNow provides more sophisticated tracking of subconsultant expenditures.
- The intent of B2GNow is to monitor WMBE utilization at the sub-consultant level

Flow

Payment tracking from owner to prime on to multiple levels of subs.



Management

Tracks WMBE goals as payments are dispersed.

B2G NOW

Contract Management

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Compliance Audit List Compliance Audit Summary Compliance Audit FY Master Audit Summary Invoices Reviews Site Visits Reports

184183: LGCC-Center 3 Facade Replacmen-General Construction
 Prime: MINELLI CONSTRUCTION CO INC
 9/25/2014 - 12/31/2200

Status: **Open/UP - Approved**
 Current Award: **\$38,399,256**
 Total Paid: **\$17,664,770**
 Goal: **24.00%**
 % Credit: **7.61%** For Credit: **\$1,344,411**

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Contract Information

Contract Title	LGCC-Center 3 Facade Replacmen-General Construction
Contract Number	184183
Prime Contractor	MINELLI CONSTRUCTION CO INC
System Transaction Number	01290608-001
Award/Start Date	9/25/2014
(Projected) End Date	12/31/2200
Contract Value	\$38,399,255.50

Contract Status & Actions

	Status	Actions	Detail
Contract Status	Open (UP - Approved)	View Contract Edit Contract Close Out Change Secondary Status to: UP - Approved	
Compliance Officer	Assigned	Change Compliance Officer to: Rodney Ross	Assigned to: Rodney Ross
Secondary Compliance Officer	Assigned	Change Secondary Compliance Officer to: Lynne Corina-Chernosky	Assigned to: Lynne Corina-Chernosky
Compliance Monitoring	On Demand (Each Payment)		
Subcontractors	18 subs	Manage Subcontractors	
Task Orders		Create Task Order	

Sub List

10 tier sub list tracks certification

B2GNOW

Subcontractor List (Multi-tier)

Subcontractors								
	Subcontractor Name	Certified	Original Current	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1	A & V Steel LLC	✓	\$31,860 \$2,135,000	Sub 100%	✓ HBE	✓	No	View Edit More...
1	A.K.S. International Inc.	No	\$6,000,000 \$6,000,000	Sub	No	✓	No	View Edit More...
2	Mate Matura & Sons Inc	✓	\$170,000 \$170,000	Sub 100%	✓ HBE	✓	No	View Edit More...
1	All Around Contracting Corp.	✓	\$1,935,470 \$1,935,470	Sub	No WBE	No	No	View Edit More...
1	AMADEUS MARBLE & GRANITE CORP.	✓	\$947,950 \$947,950	Sub	No WBE	No	No	View Edit More...
1	Aspen Landscaping Contracting, Inc.	✓	\$134,000 \$133,156	Sub 100%	✓ HBE	✓	No	View Edit More...
1	Corporate Electric Group, Inc.	No	\$3,857,018 \$3,857,018	Sub 100%	✓ WBE	✓	No	View Edit More...
2	IDL Communications and Electric, Inc.	✓	\$3,857,018 \$3,857,018	Sub 100%	✓ HBE	✓	No	View Edit More...
1	Eastern Plumbing & Mechanical Contractor	No (*)	\$270,000 \$270,000	Sub 100%	✓ WBE	✓	No	View Edit More...
1	Francos Blinds and Shades Inc.	✓	\$852,725 \$172,000	Sub 100%	✓ WBE	✓	No	View Edit More...
1	J C Ryan EBCO H&G LLC	✓	\$115,000 \$115,000	Sub 100%	✓ WBE	No	No	View Edit More...
1	Malmek Glass Contracting, Inc.	✓	\$1,855,000 \$1,855,000	Sub	No WBE	No	No	View Edit More...
1	Ponderosa Fence Enterprises Inc	✓	\$485,000 \$485,000	Sub	No WBE	No	No	View Edit More...
1	Seagull Service Corp.	✓	\$3,425,000 \$3,425,000	Sub 100%	✓ HBE	✓	No	View Edit More...
1	Seagull Service Corp.	✓	\$61,505 \$61,505	Manufacturer 100%	✓ HBE	✓	No	View Edit More...
1	SIGNS & DECAL CORP	✓	\$2,900,000 \$822,500	Sub 100%	✓ HBE	✓	No	View Edit More...
1	Slope Electric Inc	✓	\$26,461 \$26,461	Sub 100%	✓ HBE	✓	No	View Edit More...
1	Structural Stone, LLC	✓	\$400,000 \$360,000	Sub 100%	✓ WBE	✓	No	View Edit More...

Documents

All documents can be managed within system

B2G NOW

Document Management

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 Compliance Audit List Compliance Audit Summary Compliance Audit FY Master Audit Summary Invoices Reviews Site Visits Reports

1B41B3: LGCC-Center 3 Facade Replacemen-General Construction
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Status: Open/UP - Approved
 Current Award: \$38,399,256
 Total Paid: \$17,664,770
 Goal: 24.00%
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Add Document

Prime Contractor Documents

View (PDF, 0.89 MB)	MINELLI CONSTRUCTION CO INC (more)	Rodney Ross	12/1/2014	x
View (PDF, 0.89 MB)	MINELLI CONSTRUCTION CO INC (more)	Rodney Ross	12/2/2014	x
View (PDF, 70.73 KB)	MINELLI CONSTRUCTION CO INC (more)	Rodney Ross	7/7/2015	x
View (PDF, 79.42 KB)	MINELLI CONSTRUCTION CO INC (more)	Rodney Ross	7/7/2015	x
View (PDF, 48.86 KB)	MINELLI CONSTRUCTION CO INC (more)	Rodney Ross	7/7/2015	x
View (PDF, 53.64 KB)	MINELLI CONSTRUCTION CO INC (more)	Rodney Ross	7/7/2015	x
View (PDF, 55.05 KB)	MINELLI CONSTRUCTION CO INC (more)	Rodney Ross	7/7/2015	x
View (MSG, 280.00 KB)	MINELLI CONSTRUCTION CO INC (more)	Rodney Ross	12/9/2015	x
View (PDF, 381.96 KB)	MINELLI CONSTRUCTION CO INC (more)	Natasha Jackson	8/15/2016	x

Subcontractor Documents

View (PDF, 702.67 KB)	Francos Blinds and Shades Inc. (more)	Rodney Ross	4/16/2015	x
View (PDF, 656.92 KB)	Aspen Landscaping Contracting, Inc. (more)	Rodney Ross	4/16/2015	x
View (PDF, 139.32 KB)	Structural Stone, LLC (more)	Rodney Ross	4/16/2015	x
View (PDF, 717.40 KB)	A & V Steel LLC (more)	Rodney Ross	4/15/2015	x
View (PDF, 666.42 KB)	A.K.S. International Inc. (more)	Rodney Ross	4/16/2015	x
View (PDF, 680.19 KB)	Seagull Service Corp. (more)	Rodney Ross	4/16/2015	x
View (PDF, 694.28 KB)	Slope Electric Inc (more)	Rodney Ross	4/16/2015	x
View (PDF, 70.46 KB)	Seagull Service Corp. (more)	Rodney Ross	4/16/2015	x
View (MSG, 45.50 KB)	Eastern Plumbing & Mechanical Contractor (more)	Rodney Ross	4/28/2015	x
View (PDF, 1.83 MB)	Corporate Electric Group, Inc. (more)	Rodney Ross	1/9/2017	x

Contract Screen Captures

Audit

Tracks WMBE goals in comparison to payment dispersal



Compliance Audit Summary

Compliance Audit: Audit Summary for Total Contract

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 Current Award: \$38,399,256
 Total Paid: \$17,664,770
 Goal: 24.00%
 % Credit: 7.61% For Credit: \$1,344,411

Audit Summary - Total Contract

	Current Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$38,399,255.50		\$17,664,769.59		
For Credit (13 subs)	\$9,215,821.32	24.000%	\$1,344,411.42	7.611%	16.389% below goal
For Credit to MBE Goal (8 subs)	\$5,759,888.33	15.000%	\$1,247,474.98	7.062%	7.938% below goal
For Credit to WBE Goal (5 subs)	\$3,455,933.00	9.000%	\$96,936.44	0.549%	8.451% below goal
Contract Progress	46% <div style="width: 46%;"></div>				
For Credit Progress	15% <div style="width: 15%;"></div>				
Invoice Amounts	Invoiced by Prime		For Credit Sub Invoiced		
	\$1,500,648.00		\$0.00	0.000%	

Amounts listed in the summary table above are payments retained by each subcontractor after payment of successive lower tier subcontractors. Award values may not match due to differences between overall contract goal and subcontractor assignments.

Not Meeting Goal Letter

Prime Contractor - Total Contract

Prime Contractor	Cert	Inc in Goal	Contracted % Paid %	Paid TO Prime Prime's Share	Invoice \$
MINELLI CONSTRUCTION CO INC Tiffany Cortez tcortez@minelliconstruction.com P 631-232-0222, F 631-232-0303	No	No	41.14% 77.19%	\$17,664,770 \$13,635,590	\$1,500,648



Questions and Answers

For More Information About the TAS Program Please Contact

Zavere Weeks

zweeks@nwmmsdc.org

(253)243-6964



Seattle

City of Seattle

Technical Assistance Services (TAS)

What are the Backoffice Responsibilities I
am Accountable for?
