

SECTION 3

INVOICING AND PAYMENT

3.1 INVOICE REQUIREMENTS

- A. If invoices fail to satisfy the criteria specified herein, they will not be processed for payment and will result in the invoice being returned to the Contractor for correction.
- B. By the 15th of each month, the Contractor shall submit invoices that detail actual and fixed cost amounts for the prior month. Invoices must be submitted directly to the payment address shown below:

Virginia Railway Express
Attn: Accounts Payable
1500 King Street, Suite 202
Alexandria, VA 22314-2730

- C. Invoices shall contain the following information:
 - 1. Name, Address and Telephone Number of Contractor;
 - 2. VRE Contract Number;
 - 3. Invoice Number;
 - 4. Service Date and Period of Invoice;
 - 5. Description of Services Performed;
 - 6. Total Invoice Amount;
 - 7. Total Cumulative Amounts Invoiced; and
 - 8. Contractor's signature.



D. The following documents shall be attached to each invoice:

1. Subcontractors' invoice;
2. Personnel: Names, Titles, Hours, Billing Rates; and
3. Details of reimbursable expenses, including receipts.

E. In addition to the above, the following information must be submitted as part of the monthly invoice for Contract services.

Title	Information Required
Summary page	The summary lists the pricing elements by line item and compares the actual amount to the approved budget for the current month and for the year to date. Reference is made to detailed pages as required.
Certification	Certification by authorized officer that invoice is a true and correct statement of costs incurred to provide service in accordance with the contract between Contractor and VRE.



Schedule of Prices Item No.	Management Services	
1.	Management Services	This is a fixed cost so budget and actual information will be identical and no further information is required.
Train Operations		
2.	Current Train Service	This is a fixed cost so budget and actual information will be identical and no further information is required.
3.	Service Additions or Deletions	If applicable, this amount will be agreed to in the annual budget or as an adjustment to the annual budget.
4-9	Increases or Decreases to Positions	If applicable, this amount will be agreed to in the annual budget or as an adjustment to the annual budget.
10.	Test or Special trains	Detail on special trains during the period, including distance covered, purpose of train, hours of service and cost.
Maintenance of Equipment		
11.	Maintenance of Equipment	Detail on all costs requested, including names of employees or contractors, hours worked, and pay and benefit rates; and documentation of all out of pocket costs.
12.	General and Administrative Services	Calculation of G&A percentage times Item 11. Maintenance costs.
13-14	Shop and Mark-up for Materials – Off Property Repairs	Task orders will be invoiced separately.



Maintenance of Facilities		
15.	Maintenance of Facilities	This is a fixed cost so budget and actual information will be identical and no further information is required.
Warehouse Management		
16.	Warehouse Management	This is a fixed cost so budget and actual information will be identical and no further information is required.

3.2 PAYMENT PROVISIONS

3.2.1 ANNUAL BUDGET

The initial cost proposal, as negotiated will serve as the budget for the first year of operation. Thereafter, the Contractor shall prepare an annual budget for VRE's approval no later than March 31st of each year of Contract services for the following year. The annual adjustment factor for those items subject to such adjustment will be based on the annual change to the CPI-U (All Urban Consumers) for the twelve (12) months ending in the October prior to the start date for the Contract year.

3.2.2 MOBILIZATION SERVICES

During the Mobilization Period, invoices must be submitted monthly by the 15th of the following month. Payment will occur within thirty (30) days.

3.2.3 CONTRACT SERVICES

- A. For all tasks other than those based on negotiated Task Orders, VRE will pay the Contractor 1/12th of the annual budget amount by the 15th of each month.



- B. Reconciliations between the budgeted amounts and the invoice amounts will occur quarterly, with the payment following the receipt of the invoices for that quarter. (For example, the reconciliation for the first quarter invoice would occur with the regular November payment, the month after the receipt of the September invoice.)
- C. Work under Task Orders will be paid as invoices are submitted and must include the information included in **SECTION 3.1 INVOICE REQUIREMENTS**. See **SECTION 2.19 TASK ORDER PROCEDURES**.

