

APPENDIX A – TECHNICAL SPECIFICATIONS
ITN 97543 INTERIOR WORKSPACE PROGRAM DEVELOPMENT SERVICES

JEA is seeking workplace planning services for Interior Workspace Program Development to provide JEA with a confirmed footprint, adjacencies and test fit of its new corporate headquarters.

JEA is in negotiations with Ryan Companies, US for a build to suit office building identified through a competitive Invitation to Negotiate (ITN) process. JEA may separately solicit architectural/interior design services for the Tenant Improvements (TI) or may contract those services with Ryan Companies. Companies responding to this solicitation may also propose on TI design services if JEA seeks those services in the future for the Corporate Headquarters project. Furniture products and/or office systems will be chosen at a later date and should not be included in response to this solicitation.

The scope of this ITN work is to provide more firm workspace planning for building efficiencies and interior programming only. JEA has 760 employees located in its existing downtown Jacksonville headquarters and houses additional consultants and contract staffing. The work is expected to be short in duration and concentrated to provide more firm programming needs before building design is finalized. Members of JEA staff, CBRE, and Ryan Companies will participate in various meetings and activities for this scope. CBRE previously provided Phase I initial programming for workspace through an earlier assignment. A Phase I summary report has been included as Appendix C - CBRE Workplace JEA Programming Oct 2018.

The Scope of these services will include, but may not be limited to:

1. Interviews with key department heads and/or stakeholders
 - i. Initial interview w/project sponsor, executives & leaders to determine program goals
 - ii. Evaluation of critical aspects of JEA corporate requirements including security, transitional emergency operations center (TEOC), training, meeting rooms, board room, customer experience center and innovation lab
2. Rough program draft for JEA staff approval including recommended workstation sizes
3. Team charrette with shell design team for coordination and efficiency planning
4. Test fit draft including department and function adjacencies
5. Final draft of program/test fit
6. An important expectation of this process will be the study of opportunities for multiple uses per space (program overlap), efficient reductions in JEA's space needs for varied user groups while maintaining functional and forward thinking work environments.

JEA is guided by four (4) values that are reflected in its corporate goals and objectives. The value that each response brings to the project will impact the overall evaluation of the response. The four areas of value to be measured are:

- Customer value
- Community impact value
- Environmental value
- Financial value

It is the intent of JEA to award a single contract for this service. Project execution is expected to be short in duration and concentrated over a six to eight week period.

**APPENDIX B – MINIMUM QUALIFICATIONS FORM
ITN 97543 INTERIOR WORKSPACE PROGRAM DEVELOPMENT SERVICES**

GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED RESPONDENT BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.

THE RESPONDENT MUST COMPLETE THE RESPONDENT INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCES REQUESTED. THE RESPONDENT MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.

REQUIRED FORMS SHALL BE EMAILED TO ELAINE SELDERS AT SELDEL@JEA.COM.

RESPONDENT INFORMATION

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: _____

MINIMUM QUALIFICATIONS FOR SUBMISSION

The Respondent shall meet the following Minimum Qualifications to be considered eligible to submit a Response to this ITN. **JEA reserves the right to ask for additional back up documentation or additional reference projects to confirm the Respondent meets the requirements stated below.** A Respondent not meeting all of the following criteria will have their Response rejected:

- Any joint ventures or multiple firms responding to this ITN shall have worked on the example projects experience submittals as a team. At least one (1) of the referenced projects provided below shall include an example of past experience working as a team.
- Respondent must designate the Company's Project Executive /Lead Consultant who will serve as the primary representative for JEA. Respondent shall provide a description of four (4) projects of 100,000 SF or larger interior corporate workspace planning where respondent has provided programming services through the respondent firm. References should cover work within the last five (5) years ending May 31, 2019.
 - For two (2) of the four (4) project examples, the Respondent's Project Executive /Lead Consultant must have actively worked on or led the project.

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- For one (1) of the four (4) project examples, the referenced project shall include an example of past experience working as a team if the Respondent is submitting a Response as a joint venture.

At Minimum include the following information for the references provided:

- Reference Company Name
- Reference Contact Person Name
- Reference Contact Person Name Phone and Email Address
- Describe how the project/contract is similar to JEA’s Technical Specifications
- Number of employees assigned for the work
- Brief description of the scope and services included in the contract (not to exceed ten (10) lines)
- Client business sector, e.g. public, private, transportation, utility, financial services, etc.

REFERENCE 1

Reference Company Name_____

Reference Contact Name_____

Reference Phone Number_____

Reference E-Mail Address_____

Address of Work _____

Lead Consultant_____

Description_____

REFERENCE 2

Reference Company Name_____

Reference Contact Name_____

Reference Phone Number_____

Reference E-Mail Address_____

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Address of Work _____

Lead Consultant _____

Description _____

REFERENCE 3

Reference Company Name _____

Reference Contact Name _____

Reference Phone Number _____

Reference E-Mail Address _____

Address of Work _____

Lead Consultant _____

Description _____

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REFERENCE 4

Reference Company Name_____

Reference Contact Name_____

Reference Phone Number_____

Reference E-Mail Address_____

Address of Work _____

Lead Consultant _____

Description_____

APPENDIX B – RESPONSE FORM
ITN 97543 INTERIOR WORKSPACE PROGRAM DEVELOPMENT SERVICES

RESPONDENT INFORMATION:

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

NAME & EMAIL OF CONTACT: _____

WEBSITE: _____

QUOTATION OF RATES

Maximum score for criterion is: 25 Points

Company shall provide hourly rates for the term of the Contract by completing the information below. The rates shall be all inclusive and shall include all work, profit, taxes, benefits, and all other overhead items, including photocopy and report preparation fees, if applicable. Travel and other related expenses must be approved in writing before any travel is booked or expensed. Travel will be paid in accordance with JEA's Travel Policy attached as **Appendix C**. There will be a "not to exceed" travel/expense budget added to the contract total specified by JEA.

The hourly rates provided below shall include up to five (5) of the primary team members that will work on this engagement. A weighted average will be used to tabulate the score for this section.

	Role, Assignment or Title	Hourly Rate
Project Executive/Lead Consultant		
Primary Project Manager		
Other Design/Planning professional		
Other Design/Planning professional *		
Other Design/Planning professional *		

* If applicable

Please note, the hourly rates quoted by Company must be firm, and not an estimate. Any modifications, exceptions, or objections contained within the Response Form may subject the response to disqualification.

CONSULTANT TEAM PROFESSIONAL EXPERIENCE

Maximum score for criterion is: 25 Points

There will be twenty (20) points awarded for the depth of team experience and five (5) points awarded for team project experience.

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Team Resumes:

Company shall provide the resume of the Project Executive /Lead Consultant and may provide up to four (4) additional resumes for personnel available to work on the JEA engagement. The Project Executive /Lead Consultant shall be the same consultant who is identified for the minimum qualification reference checks. The resumes provided will be scored together as a team depending on how many resumes the Company chooses to submit.

At minimum, the resume(s) shall present the consultant's name, title, work location, years of service with the Company, applicable professional registrations, education, and work experience. The resume must identify the experience of the professional in **interior workspace program development** consulting. Each resume shall be no more than two (2) pages in length, single sided, and on 8.5" by 11" sized paper. If the resumes contain more than two (2) pages each, only the information contained on the first two (2) pages will be evaluated by JEA.

Similar Projects:

In addition to the resumes, each team member shall provide the **quantity** (number) and brief narrative **description** of similar programming projects completed in the last five (5) years ending May 31, 2019.

Experience as a Team:

Provide narrative description on how the team proposed for this assignment have worked together on similar programming projects in the past. Describe for the example projects how two (2) or more members have worked together on similar assignments including their roles and responsibilities for the example projects.

Organizational Chart

Proposer should provide an organizational chart delineating the company's personnel responsibilities and functions associated with the Work. If applicable, this chart shall also delineate any responsibilities and functions of subcontractor(s) and/or JSEB firm(s).

PAST PERFORMANCE/COMPANY EXPERIENCE

Maximum score for this criterion: 25 Points

Company shall provide the following:

- Describe Company's research efforts and experience over the past decade with specific reference to office interiors workability, flexibility and productivity. Discuss examples including types of research, use of research data and outcomes. Describe how research assists in planning for multigenerational employee bases and assists in changing work environments.
- Describe Company's experience with specific teaming examples with shell/core design firms where company successfully teamed on interior program/workplace planning development with core/shell team. Note if company has provided programming services separately from Tenant Improvement design.

ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS (25 Points)

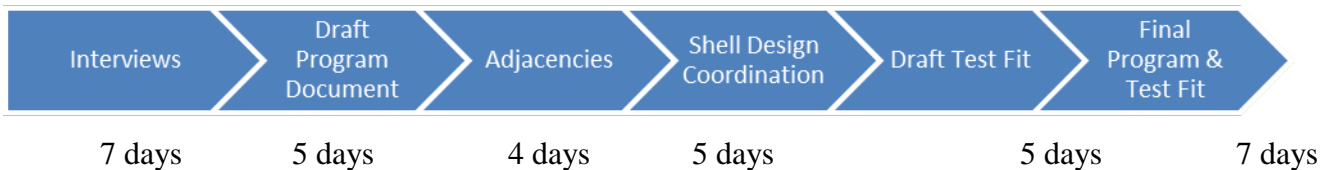
Maximum score for this criterion: 25 Points

Respondent shall describe in your own format the Company's or team's approach to provide the services described in the Scope of Work. Describe the approach to how your firm will manage the engagement. The

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description shall include a list of proposed meetings/activities to gain insight into the workplace programming and a general description of the data needed to accomplish design approach and proposed work plan.

Respondent shall provide an explanation of how it typically manages evaluation and recommendations for interior space programming. The Response should include a description of the process to be used including expected JEA staff participation and data needed to complete the assignment. The following is included as a baseline expectation example only. Respondents are encouraged to customize, alter and add to this format:



Respondent shall provide a project schedule indicating:

- i) the activities envisioned to fulfill the requirements of the Work including intended steps, supporting activities, critical approval gates and key production milestones;
- ii) the estimated duration for each activity;
- iii) the estimated man-hours for each activity; and
- iv) the total estimated man-hours that each primary Team Member, identified in the Section titled “Consultant Team Professional Experience”, will devote to the Work through completion. Additionally, the project schedule must demonstrate the utilization of any Subcontractors.

The evaluation will consider the assignment of qualified staff with appropriate allocation by activities and alignment of the number of hours for each task in the schedule to perform the work in an effective and efficient manner on a timely basis.

The approach to consulting services is limited to a maximum of ten (10) pages.

☐ **I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public “as-is”.**

Respondent's Certification

By submitting this Response, the Respondent certifies (1) that it has read and reviewed all of the documents pertaining to this ITN and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Respondent, and (3) that the Respondent is legally authorized to do business and maintains an active status in the State of Florida. The Respondent certifies that it's recent, current, and projected workload will not interfere with the Respondent's ability to work in a professional, diligent and timely manner.

The Respondent certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Respondent also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Respondent shall immediately notify JEA of status change.

We have received addenda _____ through _____

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Signature of Authorized Officer of Respondent or Agent

Date

Printed Name & Title

Phone Number



CBRE WORKPLACE

PROGRAMMING

JEA

October, 2018

CBRE

SPACE PROGRAMS

PORTFOLIO ROLL-UP

ME SPACE
Space for Individual Work

WE SPACE
Space for Collaboration
and Teaming

SUPPORT
Space that Supports
Work Activities

AMENITY
Supporting Building and
Experience Features



Less Personal Space, More Choice. Offering choice in where and how your employees work leads to greater employee satisfaction.

Provide a Variety of Space to Fit a Variety of Tasks
Seamless technology and a choice of highly functional work space is crucial in an era where work can happen anywhere.

Great amenities and support resources make the office a destination of choice for employees and potential recruits.

360,179 rsf

total JEA HQ rentable square
footage

318

RSF per seat

77% : 23%

current ratio workstation :
private office

205 sf/seat

average office size

24

floors occupied
across two buildings
in JEA HQ

760

JEA headcount on-site

1,134

total seats in JEA HQ
(office + workstation)

79%

avg. employee
show-up rate
(based on
headcount of 719)

.35:1

ratio of
conference seats :
employee seats

80 sf/seat

average workstation size

NEW PROGRAM RECOMMENDATION

- One office size (10' x 12')
- Two workstation sizes (6' x 8' and 6' x 2.6')
- 75% of employees assigned to a desk; 25% assigned to a neighborhood
- 25% mobile population sharing at 1.2:1 employees : seats
- Increase in number of meeting and training rooms
- Variety of sizes of meeting rooms
- Right-size of support spaces and equal distribution across floors
- Creation of common café

Headcount
Current: 760
Future: 836



SPACE PROGRAMS

OPTIONS SUMMARY

CURRENT STATE	FUTURE STATE
<div>RSF</div> <div>360,179</div>	<div>RSF</div> <div>184k -204k</div>
<div>Future Headcount</div> <div>836</div>	<div>Future Headcount</div> <div>836</div>
<div>RSF/Seat</div> <div>318</div>	<div>RSF/Seat</div> <div>237</div>
<div>RSF/Person</div> <div>474</div>	<div>RSF/Person</div> <div>232</div>
<div>Collaboration Seat : Work Seat</div> <div>.35 : 1.0</div>	<div>Collaboration Seat : Work Seat</div> <div>.8 : 1.0</div>
<div>Open % : Closed % (Individual Seats)</div> <div>77% : 23%</div>	<div>Open % : Closed % (Individual Seats)</div> <div>85% : 15%</div>
<div>Mobility Ratio</div> <div>1.0 : 1.0</div>	<div>Mobility Ratio</div> <div>1.2 : 1.0 for 25% mobile</div>
<div>Total Seats</div> <div>1,134</div>	<div>Total Seats</div> <div>817 seats</div>
<div>Workstation Size</div> <div>80 SF</div>	<div>Workstation Size</div> <div>48, 30 SF</div>
<div>Office Sizes</div> <div>100-517 SF</div>	<div>Office Sizes</div> <div>120 SF</div>

SPACE PROGRAMS

OPTIONS BAR CHARTS

■ Individual ■ Collaboration ■ Support ■ Amenity



CURRENT STATE
360,179 RSF
318 RSF/SEAT



FUTURE STATE
194,000 RSF
237 RSF/SEAT

CHOICE

JEA

Baseline Assumptions			
Annual Growth Projection	1%	Mobile Sharing Ratio	1.2 : 1.0
2028 Employee Count	836 employees	Mobile Employee Percentage	25%
Seatcount	857 seats	Mobile Seatcount	174
TOTAL 2% Static Vacancy	817 seats	Enclosed Collab. Seats Ratio	.8 : 1.0
		Enclosed+ Open Collab. Seats	.9 : 1.0

Individual Assumptions	Ratio	SF	QTY	Total NSF
Focus Rooms		60 sf	40 seats	2,400 NSF
Office	15%		123 seats	14,760 NSF
10' x 12' Office		120 sf	123 seats	
Workstation	85%		694 seats	30,209 NSF
6'-0" x 8'-0" Workstation		48 sf	521 seats	
6'-0" x 2'-6" Workstation	Contractors/Intern	30 sf	174 seats	
Subtotal				47,369 NSF
INDIVIDUAL TOTAL: NSF x CM			857 seats	77,800 USF

Collaboration Assumptions	Seats/Room	Baseline ASF	QTY	Total Seats	Total USF
Enclosed Collaboration Seats					
Huddle	3 seats	100	33	99 seats	3,300 NSF
Small	4-6 seats	150	33	165 seats	4,950 NSF
Medium	8-10 seats	225	19	171 seats	4,275 NSF
Large	14-16 seats	450	9	135 seats	4,050 NSF
Sub-Subtotal		Total Number of Enclosed Collaboration Seats		624 seats	18,150 NSF
Enclosed Collaboration Seat : Workplace Seat Ratio				.8 : 1.0	
Open Collaboration	4-6 seats	150	27	135 seats	4,050 NSF
Open Collaboration Seat : Individual Seat Ratio				.2 : 1.0	
Subtotal		Total Number of Enclosed + Open Collaboration Seats		759 seats	22,200 NSF
Collaboration Seat : Individual Seat Ratio				.93 : 1.0	
COLLABORATION TOTAL: NSF x CM					31,510 USF

Support Space Assumptions		Baseline ASF	QTY	Total SF
Dispersed Copy/Print		150 NSF	18	2,700 NSF
Micro-Kitchen		500 NSF	5	2,250 NSF
Dispersed Water/Coffee		150 NSF	18	2,700 NSF
General Storage		150 NSF	7	1,050 NSF
Wellness Rooms		100 NSF	4	400 NSF
File Rooms		110 NSF	18	1,980 NSF
3H Drawer Lateral Files		3 NSF/person	836	2,508 NSF
Lockers		2 NSF/person	209	418 NSF
Server Room/IDF Closet		150 NSF	9	1,350 NSF

CHOICE

JEA

Floor Elevator Lobby		300 NSF	9	4,000 NSF
Subtotal				19,356 NSF
SUPPORT TOTAL: NSF x CM				31,790 USF

Amenity Assumptions			USF
Data Center			2,500 NSF
Building Support Services			1,800 NSF
Catering Kitchen			500 NSF
Mail Center			1,500 NSF
Commercial Print Room			700 NSF
Receptionist			600 NSF
Reception (Hub/Heart)			2,100 NSF
Central Café/Auditorium			3,800 NSF
Board Conference Room (SF to be further confirmed with training space below)			525 NSF
Training Room			4,000 NSF
Large Multi-Purpose/Training (60 seats)			2,400 NSF
Subtotal			20,430 USF
AMENITY: NSF x CM			27,580 USF

CORE: Total			42,200 USF
Subtotal Space Area (USF)			168,700 USF
		202 USF/emp	206 USF/seat
TOTAL : RSF	Choose RSF%:	15%	194,000 RSF
		232 RSF/emp	237 RSF/seat
TOTAL : GSF	(USF + Core)		210,900 GSF
		252 GSF/emp	258 GSF/seat

INDIVIDUAL TOTAL: NSF x CM	46%	77,800 USF
COLLABORATION TOTAL: NSF x CM	19%	31,510 USF
SUPPORT TOTAL: NSF x CM	19%	31,790 USF
AMENITY: NSF x CM	16%	27,580 USF

THANK YOU.

Addie Bartlett
Emily Neff



PROCUREMENT SERVICES PROCEDURE: OS A0500 PS 120B Contractor Travel

TITLE: Travel Approval and Expense Reimbursement (Contractor)

CREATION DATE: May 26, 1988

REVISED: April 1, 2010

POLICY: JEA's travel requirements for contractors parallel the same travel guidelines in OS A0500 PS 120A for JEA Employee Travel. JEA is authorized to provide reimbursements for certain expenses incurred by a non-JEA employee upon the traveler meeting all the requirements stated in this procedure. The proper approval process must be followed for a non-JEA employee to travel and receive reimbursements for expenses incurred.

OBJECTIVES: Provide assistance to the non-JEA traveler in making travel arrangements and filing a travel claim for reimbursement of travel expenses occurred.

ASSIGNMENT: Director, Procurement Services is responsible for maintenance and implementation of this procedures. All using employees are responsible for compliance herewith.

PROCEDURE:

I. TRAVEL REQUESTS - Contractors must request approval for travel on official JEA business prior to commencement of travel. A Travel Request/Reimbursement Form is located in **Quest, Enabling Processes, Travel** and must be completed and submitted to the traveler's approving authority before travel begins.

II. GENERAL TRAVEL GUIDELINES

- A. **Constructive Point of Origin** - The application of the constructive point of origin regulation will ensure that the traveler travels the shortest reasonable distance on business. Travel shall be deemed to have begun at the usual place of business or residence, or the place where travel actually began, whichever is less.
- B. **Constructive Travel Time** is the time the traveler actually departs for his/her destination, or at the latest time the traveler could reasonably have departed in order to arrive at his/her destination in time to accomplish the official business, whichever is later. The same applies to the return back to the point of origin.
 - 1. Common Carrier (excluding rental automobile) Travel Time begins two hours prior to the time the traveler's conveyance actually departs.
 - 2. Motor vehicle (including rental automobile) Travel Time begins at the time travelers actually begin driving to their destination.
 - 3. If a traveler conducts personal business during official travel, the personal business shall be considered to have been conducted at the beginning or at the end of the travel.

C. Transportation

1. The traveler requesting approval to travel shall choose the most economical means of transportation, considering the nature of the business, the traveler's time, cost of transportation, meals, lodging and incidental expenses required.
2. Reimbursement shall be made only for travel performed over usually regularly traveled routes to the destination. When travel is by indirect route for the traveler's own convenience, reimbursement for expenses shall be based only on such charges as would have been incurred over the usually traveled route.
3. If the total miles from the departure point to destination exceeds 400 miles round trip, the mileage reimbursement for use of a private motor vehicle shall be limited to the lesser of:
 - a. IRS-authorized mileage rates described in Section 106.706 of the Ordinance Code, City of Jacksonville; or
 - b. the lowest airline common carrier coach fare available to the nearest airport plus IRS-authorized mileage rate per mile from the airport to the destination.

IV. AUTHORIZED EXPENSES

A. Airplane

1. Travel by Common Carrier shall be reimbursed at the lowest coach fare rate available (except that the first class rate is authorized if coach fare is not available). The Common Carrier shall complete The Certification of Unavailability of Coach Accommodation (Appendix A)
2. Reservations for a Saturday night stay over are encouraged if it results in a net savings after considering all incremental travel related expenses.
3. Reimbursement for rented aircraft shall be based on the hourly rental rate for the aircraft, including fuel, if the cost of renting the aircraft can be demonstrated to be less than the lowest available common carrier coach fare.
4. A copy of the ticket and itinerary must be submitted along with the expense statements.

B. Automobiles

1. If travel is by private automobile, reimbursement shall be based on IRS authorized mileage rate in existence at the time of travel. All mileage shall be completed from the constructive point of origin to the point of destination. Vicinity mileage incurred while driving on official business may also be reimbursed. Current mileage rates are listed on **Quest, Enabling Processes, Travel**.
2. No other reimbursement for expenses related to the operation, maintenance and ownership of a vehicle shall be allowed when a private motor vehicle is used on public business.

C. Car Rental

1. Rental cars shall be approved only if taxis or other means of transportation are less economical or otherwise impractical. Avis Car Rental is JEA's current rental car agency. Complete rental car information on **Quest, Enabling Processes, Travel**.
2. Every effort shall be made to coordinate travel so that travelers share a rental car and thereby eliminate multiple cars at the same location.
3. Travelers shall use the Compact (Class B) vehicles unless the number of passengers or the volume of equipment makes the compact class impractical.

4. Personal accident insurance purchased by the traveler will not be reimbursed by JEA.
5. A copy of itemized rental car charges will be made and submitted with the expense statement.

D. Lodging

1. Reasonable reimbursement will be made for the cost of overnight lodging when a traveler is away from his/her place of residence. Travelers shall select lodging which is the most economically available, consistent with the duties being performed.
2. Travelers will be reimbursed for a single room rate; double occupancy rates may be obtained if two travelers share a room.
3. An extended stay facility may be obtained, however the expense must be reasonable and the daily cost shall not exceed \$100 per night.
4. Travelers must document all lodging expenses with itemized statement and paid receipt from lodging facility. A copy of the receipt must be submitted with the expense statement.

E. Meals

1. IRS per diem rates vary from City to City. The maximum rate allowed for JEA travel is \$50 per day. You may travel in cities whose IRS per diem rates are less than JEA's per diem rates. If that is the case, the lesser rate applies. There are no meal reimbursements over the maximum JEA rate of \$50 unless travel is international. International travel is calculated at twice the JEA per diem rate of \$50.
2. Per diem is reimburseable as follows:
 - a. Breakfast - when Travel Time begins before 6:00 a.m. and extends beyond 8:00 a.m.
 - b. Lunch - when Travel Time begins before 12:00 noon and extends beyond 2:00 p.m.
 - c. Dinner - when Travel Time begins before 6:00 p.m. and extends beyond 8:00 p.m.
 - d. International Travel – for travel outside of the United States, the per diem rate is doubled to \$100 per day.
3. The maximum JEA per diem rate of up to \$50 will be paid for an entire day when Travel Time for that day begins before 6:00 a.m. and extends beyond 8:00 p.m. Lesser IRS rates apply if applicable to your travel city.
4. Per diem rates may not be claimed for meals (except those provided by common carrier transportation) made available without specific charge at a seminar, conference or training session.
5. Current per diem for various cities is located on **Quest, Enabling Processess, Travel.**

F. Telephone Calls

1. Communication expenses, necessary to conduct official JEA business shall be allowed as a reimbursable expense.
2. Personal long distance phone charges shall be allowed as a reimbursable expense when travelers must call family members, or caretakers for dependents, to tell of travel delays. Any other routine or non-emergency personal calls shall be at the expense of the traveler and shall not be reimbursed.
3. A receipt documenting the telephone charges shall be submitted with the Travel Expense Statement.

G. Incidental Transportation Expenses

The following expenses incidental to transportation of the traveler may be reimbursed:

1. Taxi fare
2. Ferry fares, bridge, rail and tunnel tolls
3. Storage and parking fees
4. Reasonable tips for transportation of baggage (not to exceed \$1.00 per bag per transfer/2 bags maximum). Receipts not required.

V. TRAVEL REIMBURSEMENT:

- A. JEA will reimburse the contractor in accordance with the payment terms and conditions as outlined in the company's contract or purchase order. All invoices must be submitted to Travel Services for auditing purposes. Once approved, the traveler's claim will be submitted to Accounts Payable for payment. A Direct Deposit form must be completed for payment. Form located on **Quest, Enabling Processes, Travel**.
- B. JEA will only reimburse the contractor for travel expenses that are documented with receipts submitted with the expense statement.
- C. The traveler's copy of the itinerary, ticket stubs, detailed paid hotel bill, rental car receipt, parking receipts, toll receipts, storage receipts, taxi receipts, telephone charges receipt, must accompany the request for reimbursement.

VI. DOCUMENTATION AND FORMS REQUIRED:

The Contractor's Travel Request/Reimbursement Form shall include, but not be limited to:

- A. Name of each traveler
- B. Destination of the traveler (place of departure and destination)
- C. Dates encompassed by the travel (the time & date of departure and the time & date of return)
- D. Each day of travel will be entered in a separate column/line. Items of travel applicable to that day will be entered on the appropriate column/line. The cost of transportation (air, rental car) may be entered on day 1 of the travel.
- E. Per diem or meal allowance will be claimed as provided in Section IV. E. of this document. Subsistence rates for eligible meals will be entered in the column/line of the day claimed.
- F. Traveler shall include the actual miles traveled on official business. Current IRS mileage rates may be viewed on **Quest, Enabling Processes, Travel**.
- G. All other expenses associated with travel are to be itemized and entered on the specific day incurred on the appropriate column/line of the form.
- H. A Direct Deposit form must be completed and submitted to Accounts Payable. A Direct Deposit Form is located on **Quest, Enabling Processes, Travel**.

SIGNED: _____ John P. McCarthy

EFFECTIVE DATE: _____ April 1, 2010

Revised: 6/25/07; 12/11/2001; 6/18/2001; 11/29/200