GENERAL

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

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

PLEASE SUBMIT VIA EMAIL TO: GARLJB@JEA.COM.

BIDDER 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:

- The Respondent shall provide evidence of successful completion of two (2) similar Warehouse Management contracts within five (5) years of the Response Due Date. A similar contract is defined as providing Warehouse Management contracts, as described in the Scope of Services. These references must include the reference Company name, contact person, phone number, email address and the scope of service details. JEA will contact and verify the supplied references.

    o   Both Respondent references (1 Project Manager and 1 Senior Manager) must have successfully completed Consulting Services within the past five (5) years and must have their customer base/citizenry located in the United States. Resumes should be provided.

    o   Both Respondent references must be a utility that is engaged in the retail sale of electricity as one of its core business lines.

REFERENCE #1

Reference Company Name_____

Reference Contact Person Name_____

Project Location_____

Project Manager/Senior Manager Name_____

Reference Contact Phone Number and Email Address_____

Contract term start and end date and date implemented_____

Project Title   _____

Total value of the Contract_____

What design and equipment were used?_____

Retail Sale of Electricity ____Yes   ____No

Description of Project and how the project/contract is similar to JEA's Technical Specifications_____

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REFERENCE #2

Reference Company Name_____

Reference Contact Person Name_____

Project Location_____

Project Manager/Senior Manager Name_____

Reference Contact Phone Number and Email Address_____

Contract term start and end date and date implemented_____

Project Title   _____

Total value of the Contract_____

What design and equipment were used?_____

Retail Sale of Electricity ____Yes   ____No

Description of Project and how the project/contract is similar to JEA's Technical Specifications_____

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Warehouse Management System Upgrade On-Premise Software Solution 2020
The Respondent shall submit all documents via email to: Brooke Garland at: garljb@jea.com.

Company Name: _____

Company's Address_____

Phone Number:_____ FAX No: _____ Email Address: _____

BID SECURITY REQUIREMENTS	**TERM OF CONTRACT**
☒ None required	☒ One-Time Purchase
☐ Certified Check or Bond Five Percent (5%)	☐ Annual Requirements
	☐ Other, Specify- Project Completion

SAMPLE REQUIREMENTS	**SECTION 255.05, FLORIDA STATUTES CONTRACT BOND**
☒ None required	☒ None required
☐ Samples required prior to Response Opening	☐ Bond required 100% of Bid Award
☐ Samples may be required subsequent to Bid Opening	

QUANTITIES	**INSURANCE REQUIREMENTS**
☐ Quantities indicated are exacting	
☒ Quantities indicated reflect the approximate quantities to be purchased Throughout the Contract period and are subject to fluctuation in accordance with actual requirements.	**Insurance required**

PAYMENT DISCOUNTS
☐ 1% 20, net 30
☐ 2% 10, net 30
☐ Other _____
☐ None Offered

Item No.	ENTER YOUR BID FOR THE FOLLOWING DESCRIBED ARTICLES OR SERVICES **Warehouse Management System Upgrade On-Premise Software Solution 2020**	TOTAL BID PRICE
	TOTAL BID PRICE (Transfer from Appendix B - Response Workbook)	$<<insert TOTAL BID PRICE here>>

☐ **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 CERTIFICATION

By submitting this Response, the Respondent certifies that it has read and reviewed all of the documents pertaining to this Solicitation, that the person signing below is an authorized representative of the Respondent Company, that the Company is legally authorized to do business in the State of Florida, and that the Company maintains in active status an appropriate contractor's license for the work (if applicable). The Respondent also certifies that it complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Solicitation.

We have received addenda

_____   _____

Handwritten Signature of Authorized Officer of Company or Agent   Date

_____ through _____

_____

Printed Name and Title

1. SCOPE OF WORK (ITN)

The purpose of this Invitation to Negotiate (the "ITN") for the Warehouse Management System (WMS) is to evaluate and select a vendor that can upgrade our previous implemented WMS. The WMS should perform all warehouse functions paperless and provide the best value to JEA (the "Work" or "Services"). "Best Value" means the highest overall value to JEA with regards to pricing, quality, design, and workmanship. The equipment will be bid separately.

Completion of the project within 6 months of the approval from JEA. The equipment list and details are on Appendix B Response Workbook. Bidder shall submit pricing that includes inside shipping for all items to: Brooke Garland at: garljb@jea.com. Pricing submitted shall include any other associated costs. No additional fees shall apply.

The WMS upgrade solution should at a minimum:

- Recognize Oracle Purchase Orders, Release #, Line and Shipment #
- Perform Material Receipts
- Update Material Quantities in Real Time
- Auto Generate Labels
- Create ad hoc Labels
- Accept BOL and Invoice Information
- Provide Put-Away-Tasks
- Perform Put-Away Task
- Update Purchase Orders in Real Time
- Scan Vendor and In House Bar Codes
- Confirm Put Away into Correct Location
- Track Material from Dock through Put-Away
- Scan Item Id
- Perform Returns (WIP and Miscellaneous Project)
- Identify Inventory Locator based on item id
- Assign Receiving Tasks to Store Room Personnel
- Perform Paperless Receiving
- Interface with Oracle Purchasing
- Interface with Oracle AP
- Perform all steps of Receiving
- Upon receipt, Asset will Show in Asset Management Module
- Perform Paperless Shipping
- Create Labeling for all orders at order completion
- Integrate with all Oracle material ordering modules
- Assign shipping tasks based on criteria (urgency, order in which they were requested)
- Allow for Order Prioritization
- Allow for Order Separation by Sub-Inventory
- Provide Order Quantity
- Provide Item ID
- Provide Item Manufacturer Part Number
- Provide Item Description
- Provide Item Locator
- Provide Secondary Locator if Needed
- Generate Cycle Count task for all Locator Shortages
- Generate Cycle Count task for all Item Shortages
- Verify Employee by Logon
- Designate Loading Location
- Provide Auditing Tasks for Quality Assurance of Outbound Orders
- Control Board for Assigning and Tracking of tasks
- Validate Location
- Validate Item
- Confirm Quantity
- Send Orders to Specific Pieces of Equipment
- All Transactions can be Performed on Mobile Devices
- Perform Paperless Cycle Counting Transactions
- Performed Scheduled Oracle Cycle Count Transactions
- Perform on the Spot Cycle Counts
- Verify Item and Quantity via scan
- Provide real time data for Accuracy Reporting
- Track Employee Output (Production and Accuracy)
- Assign Cycle Count Tasks
- Allow for Assignment of Cycle Count Task via Workbench
- Allow for immediate Positive and Negative Adjustments
- Create Second Counts for Differences based on Percentage Discrepancy (Cost or Quantity)
- Enforce Acceptance Approvals and Required Adjustments
- Generate Production Reports

Implementation should include at a minimum:
- Base configuration of the system, including roles, privileges, and file types for JEA
- Creation of workflow processes, application ITN form, emails, review types, checklists
- Professional service during set-up until go live that covers; planning, analysis, design, construction UAT support and Go Live support
- Training sessions for internal users

After go-live should include:

- Handout documents for end users
- Technical support as deemed during necessary during the implementation for all users

2. JEA CURRENT STATE

The Central Distribution Warehouse is a paper based operation. Shipping and receiving are done on printed sales orders and receiving worksheets. The warehouse is decorated (bar codes on locations) for bar code (WMS) scanning. For shipping, orders are entered through multiple systems (eAM, FMS and Oracle Order Management). The sales orders or pick tickets physically print and the orders are pulled and annotated on paper. Sales orders are auto shipped by the system, any variances are handled manually. For receiving, a receiving worksheet based on Purchase Order information is printed and used to receive inbound material. Cycle counts are accomplished using Oracle Business Intelligence reports (OBIEE) and excel spreadsheets. JEA implemented WMA for the Commonwealth Inventory Organization. This functionality has not been utilized in several years.

1. SETUP/IMPLEMENTATION FEES

One-Time Setup Costs must include all costs attributable to providing the complete solution; deployment and setup of the complete solution, and all costs associated with satisfying all requirements for all required environments. One-time setup costs should be inclusive of but not limited to the following:

a. Project Management/Professional Services
b. Technical Team Professional Services including but not limited to:
     a. Analysis
     b. Configuration
     c. Development / Customization
     d. Unit, Configuration and System
     e. Testing
     f. Integration
c. Travel Expenses (According to JEA's travel policy)

2. RECURRING ANNUAL MAINTENANCE AND SUPPORT
Maintenance and Support, must include technical support, customizations, and free software upgrades. Maintenance and Support shall begin upon JEA acceptance of successful implementation.

3. **TRAINING**
Training is to be completed for all identified personnel prior to launch. Onsite support shall be provided as identified during the implementation. Training deliverables to include: written material, CBTs, classroom training, robust Q&A, daily triage of performance.

4. TECHNICAL REQUIREMENTS AND FUNCTIONALITY RESPONSE INSTRUCTIONS

A. In Appendix A-Technical Requirements and Functionality are the functional, technical and security requirements for this Contract. Use this workbook to indicate if your solution will meet each item as denoted below. **ALL REQUIREMENTS MUST BE ADDRESSED INDIVIDUALLY AND NO BLANKET RESPONSE TO ALL REQUIREMENTS WILL BE ACCEPTED.**

a) **Rank 1 – Functionality is included as a core functionality of your software solution** This functionality already exists without additional pricing or changes to the base product.

b) **Rank 2 - Additional component to core functionality, but purchased separately** Once the current product release is installed, if configuration (a mechanism to make changes) is required, describe the configuration method (i.e. parameter table value, scripts) in the "Supplier Comments" field in Appendix A Business Requirements. **Applications that fully meet the requirements with a base configuration without product enhancement or customization will receive higher points.**

c) **Rank 3 - Customized code development and implementation required Product Enhancement–** Application changes to the product that will be unique for JEA and not part of the Respondent's future base product are needed to meet the requirement. Customization will require coding changes to the product or creation of a new interface to a third party vendor. The Respondent must also specify estimated lead time from NTP for customization.

d) **Rank 4 - Functionality not currently offered; will be available as part of future releases–** A planned enhancement to the base product included in the Respondent's future product roadmap is necessary to meet the requirement. If this functionality is a product roadmap, the Respondent must provide details of estimated lead time from NTP of availability and any dependencies with other roadmap items that may delay its availability.

e) **Rank 5 - Functionality not currently offered; no plans to offer functionality in the future -** This functionality does not exist without any foreseeable ability to provide.

3. PROJECT MANAGEMENT METHODOLOGY

1. Project Planning
The Respondent will be required to provide professional services during the Planning, Analysis, Design, Implementation, and Testing of the design solution, The Respondent is required to plan the implementation and abide to JEA's Change Management Procedures in such a manner as to provide NO outages to JEA's business operations during normal business hours. Any outages will need to be pre-approved and planned after business hours. Please note that customer impacting events need to take place during pre-approved windows in order to minimize customer impact.

Professional Services should include the following at a minimum (below is not an all-inclusive list).
- Weekly Core and Technical Team meetings
- Weekly Status Reports & Project Plan Updates
- Design, document and provide assistance in the implementation of JEA's hosted Portal solution.
- Participate in working requirements gathering and JAD sessions.
- Migrate content where appropriate (templates, menus, and functionality).
- Pre-cutover meetings
- An installation schedule
- Testing of installation
- End-user training on all applicable systems before, during and after cutover
- Provision for "Help Desk" staffing during each installation cutover
- Provide complete implementation documentation, as outlined within JEA's Project Management Methodology - including system administration manuals, quick reference guides and as built drawings.

2. Approach, Timeline and Service Deliverables
To ensure alignment in regards to project delivery, below you will find JEA's Project Methodology. This methodology will be followed during the project.

- **Planning:**

  In summary, the primary activities accomplished during *Planning* include:
  - Complete the environmental information gathering
  - Define the Project Communications Process
  - Identify Initial Projects Risks
  - Identify Initial Project Costs
  - Develop Statement of Work (SOW) and Procurement Documentation for RFP
  - Define the Master Project Plan and WBS

  The following deliverables will be created during the *Planning* phase:
  - Draft High Level Business Requirements
  - Communications Plan
  - Roles, Responsibilities and Deliverables
  - Scope Document
  - Statement of Work and RFP
  - Master Project Plan and WBS

- **Analysis:**

  In summary, the primary activities accomplished during *Analysis* include:

  - Complete a review of JEA's current business processes
  - Complete Functional Analysis and document findings
  - Complete Technical Analysis and document findings
  - True-Up Detailed Requirements Document
  - Complete Fit-Gap Analysis
  - Update Master Project Plan and WBS

  The following deliverables will be created during *Analysis* phase:

  - Draft Detailed Solution Architectural Design (SAD) document to include the High Level Logical Design and Capacity Plan
  - Draft Acquisition Plan
  - Draft CVR (Customer Valid Requirements) Traceability Matrix
  - Draft changes to business process maps
  - Provide business process mitigation plan
  - Detailed Requirements Document Approval
  - Updated Master Project Plan and Master Project Schedule
  - Final Project Review Matrix

- **Design:**

  In summary, the primary activities accomplished during *Design* include:

  - Finalize Detailed Design
  - Finalize Capacity Plan
  - Business Continuity Plan
  - Update Master Project Plan and WBS
  - Update CVR Traceability Matrix
  - Develop Implementation and Contingency Plan
  - Develop Test Plan
  - Develop Use Cases
  - Develop Conversion Plan
  - Develop Disaster Recovery Plan

  The following deliverables will be created during *Design* phase:
  - Draft Implementation and Contingency Plan
  - Draft Functional Test Plan
  - Draft Technical Test Plan
  - Draft the System/Integration Test Plan
  - Draft Disaster Recovery Plan
  - Draft Conversion Plan
  - Draft Performance/Load Testing Plan
  - Final Solution Architectural Design document including final Capacity Plan
  - Final Detailed Requirements
  - Final Acquisition Plan
  - Final Business Continuity Plan
  - Updated Master Project Plan and Master Project Schedule.
  - Use Case Documents
  - Project Executive Summary Approval

- **Construction:**

  In summary, the primary activities accomplished during *Construction* include:

  - Complete Setup/Configuration changes
  - True-up Test Plan with test case details
  - True-up Architectural Design
  - True-up Training Plan
  - Update Conversion Plan
  - Update the Implementation and Contingency Plan

- o Update Master Project Plan and WBS

The following deliverables will be created during *Construction* phase:

- o Updated Implementation and Contingency Plan
- o Updated Conversion Plan
- o Updated CVR Traceability Matrix
- o Updated Master Project Plan and WBS
- o Final Test Plan to include detailed test scripts/cases
- o Input requirements, detail requirements, and test scripts/cases in HPQC
- o Final Training Plan
- o Project Code (source code)

- **Testing:**

  In summary, the primary activities accomplished during *Testing* include:

  - o True-up Architectural Design
  - o True-up the Implementation and Contingency Plan
  - o True-up the Conversion Plan
  - o Mock Cutovers
  - o User Acceptance Testing

  The following deliverables will be created during *Testing* phase:

  - o CVR Traceability Matrix (updated with UAT)
  - o Test Analysis Report
  - o Test Phase Approval Form
  - o Final Implementation and Contingency Plan
  - o Final Conversion Plan
  - o Updated Master Project Plan and Master Project Schedule.
  - o Operators Manual
  - o Technical Manual
  - o User's Manual
  - o Project Code

- **Start-Up:**

  In summary, the primary activities accomplished during *Start-up* include:

  - o Prepare code to deploy to production
  - o True-up Architectural Design
  - o Obtain CM Approval
  - o Coordinate Start-up

  The following deliverables will be created during *Start-up* phase:

  - o Provide Issues Log
  - o Provide necessary work-arounds
  - o CM Approval Verification

- **Turn-Over:**

  In summary, the primary activities accomplished during *Turn-Over* include:

  - o Complete Lessons Learned
  - o True-Up As-Built schematics
  - o True-up Disaster Recovery Plan

  The following deliverables will be created during *Turn-Over* phase:

  - o Code and Application moved to Production
  - o Architectural Design (as-built) document.
  - o Final CVR Traceability Matrix
  - o Final Master Project Plan and Master Project Schedule
  - o Final Disaster Recovery Plan
  - o Lesson Learned Document

4. **IMPLEMENTATION AND CONTINGENCY**

These plans need to include the following information:
1. Service Level Agreement (SLA)
2. Recovery Teams (Name, Role, Responsibilities, etc.)
3. Application and Servers
4. System Dependencies
5. Lessons Learned

Implementation Plan – Respondent needs to document:
1. Project Description
2. Implementation Team (Name, Roles, Contact Numbers)
3. Implementation Tasks/Activities (Task Name, Responsibility, Completion Date)
4. Security Process or issue related to implementation
5. Hardware – Identify hardware required for successful implementation (date ordered, received)
6. Software – Identify software required for successful implementation (date ordered, received)
7. Facility/location (resource, hours, days, and date needed)
8. Notice of Success - who is to be notified of successful implementation

Contingency Plan – Respondent needs to document and identify the detail steps to follow should the system implementation not go as planned. How do you get the system back to the state it was before the implementation began? Indicate who will be notified and what the next course of action should be.

5. <u>**SOFTWARE IMPLEMENTATION POLICIES**</u>

Resources assigned to JEA shall be knowledgeable and available to collaborate and perform project related tasks. Such work shall fall within the terms and conditions of this contract.

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 lessor 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 whenTravel Time for that day begins before 6:00 a.m. and extends beyond 8:00 p.m. Lessor 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