

**CITY OF BRENTWOOD, MISSOURI**  
**CONTRACT FOR CONSULTANT SERVICES**  
**Contract No. \_\_\_\_\_**

This Agreement is entered into by and between the City of Brentwood, Missouri, a municipal corporation ("City") and \_\_\_\_\_, whose principal office is located at \_\_\_\_\_ ("Consultant").

WHEREAS, the City desires to have certain services performed for its citizens;  
and

WHEREAS, the City has selected the Consultant or contract service provider to perform such services pursuant to certain terms and conditions.

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

1. Scope of Services to be Performed by Consultant. The Consultant or contract service provider shall perform the services described in Exhibit "A" of this Agreement. In performing the services, the Consultant or contract service provider shall comply with all federal, state and local laws and regulations applicable to the services. The Consultant or contract service provider shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

After the Contract has been authorized by the City Council or City Administrator, the authorization to begin must be authorized by task or work order. If the services or task to be performed are several and distinct in nature or time sequences, each element or phase must also be authorized in writing by task or work order.

2. Compensation and Method of Payment. The Consultant or contract service provider shall request payment for work performed using the billing invoice form at Exhibit "C."

The City shall pay Consultant:

[Check applicable method of payment]

\_\_\_ According to the wage rates and expenses set forth in Exhibit "B".

\_\_\_ A sum not to exceed \$\_\_\_\_\_.

\_\_\_ Other (describe):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Consultant shall complete and return to the City Exhibit "D," Tax Identification Number," prior to or along with the first billing invoice. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval.

3. Duration of Agreement. All contracts shall have a specified ending date. This Agreement shall be in full force and effect for a period commencing on \_\_\_\_\_ and ending \_\_\_\_\_ unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required. If the service is a continual or periodic, specialized, or personnel service, the City's administrative policy is to review and bring current as appropriate such contracts on an annual basis. Specific project, program or construction projects may have a longer or shorter identified Duration of Agreement and length of time based on the schedule and scope of the project.

4. Ownership and Use of Documents. Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Consultant or contract service provider in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

5. Independent Contractor. The Consultant or contract service provider and the City agree that the contractor is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant or contract service provider will be solely responsible for its acts and for the acts of its agents, employees, sub consultants or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties.

6. Indemnification.

A. The Consultant or contract service provider shall protect, defend, indemnify and save harmless the City, its officers, employees and agents from any and all costs, claims, suits, losses or liabilities of any nature, including attorneys' fees, arising out of or in connection with the negligent acts or omissions of the Consultant, its officers, employees and agents in performing this Agreement.

7. Insurance. The Consultant or service provider shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons and damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives or employees.

A. Minimum Scope of Insurance.

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services

Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Insurance laws of the State of Missouri.

4. Professional Liability insurance appropriate to the Consultant's profession.

#### B. Minimum Amounts of Insurance.

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$5,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$5,000,000 policy aggregate limit.

#### C. Other Insurance Provisions.

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability, and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City and shall name the City as an additional insured. Any insurance, self-insurance or insurance pool coverage maintained by the City shall be in excess of the Consultant's insurance and shall not contribute with it.

2. The Consultant's insurance shall be endorsed to state that coverage shall not be canceled by either party except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City

D. Verification of Coverage.

Consultant or service provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

8. Record Keeping and Reporting.

A. The Consultant or service provider shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

9. Audits and Inspections.

The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement. All work products, data, studies, worksheets, models, reports and other materials in support of the performance of the service, work products, or outcomes fulfilling the contractual obligations are the products of the City of Brentwood.

10. Termination.

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be canceled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Attorney's Fees. In the event that the City shall retain the services of an attorney in order to enforce any provision of this contract, including any action for breach or non-performance, Consultant agrees to pay for and be responsible for City's costs of enforcing the same, including a reasonable attorney's fees, costs of expert witnesses and Court costs.

12. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, or presence of any sensory, mental or physical disability.

13. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

14. Conflict of Interest. The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

15. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

16. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

17. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

18. Notices. Notices to the City of Brentwood, shall be sent to the following address:

City Administrator  
2348 S. Brentwood Blvd.  
Brentwood, MO 63144

With copies sent to the Office of the City Clerk, at the same address.

Notices to the Consultant or contract service provider shall be sent to the following address:

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The Project Manager and contact information, including mailing address, e-mail address and telephone number, on behalf of the Consultant or contract service provider are:

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If the Contract Manager is different from the Project Manager and if the individual named above does not have authority for contract amendments, revisions, or day to day management decisions, please identify the individual and title.

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19. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

CITY OF BRENTWOOD, MISSOURI

By: \_\_\_\_\_  
Bola Akande

Title: City Administrator

Date: \_\_\_\_\_

CONSULTANT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST AS TO FORM:

\_\_\_\_\_

## **EXHIBIT A**

Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following: See Attached



## **EXHIBIT B**

Rates for Services to be Provided by Consultant. The Consultant shall furnish the services in accordance with the following rates:

## EXHIBIT C

City of Brentwood  
Billing Invoice

To: City of Brentwood  
2348 S. Brentwood Blvd.  
Brentwood, MO 63144

Invoice Number: \_\_\_\_\_ Date of Invoice: \_\_\_\_\_

Consultant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Contract Period: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Amount requested this invoice: \$ \_\_\_\_\_

Attach itemized description of services provided.

Specific Program: \_\_\_\_\_

\_\_\_\_\_  
Authorized signature

*For Department Use Only*

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**BUDGET SUMMARY**

Total contract amount	\$ _____
Previous payments	\$ _____
Current request	\$ _____
Balance remaining	\$ _____

\_\_\_\_\_

Approved for Payment by: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT D

City of Brentwood  
2348 S. Brentwood Blvd.  
Brentwood, MO 63144

### TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Brentwood, the must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Brentwood prior to or along with the submittal of the first billing invoice.

Please check the appropriate category:

\_\_\_\_\_Corporation

\_\_\_\_\_Partnership

\_\_\_\_\_Government Consultant

\_\_\_\_\_Individual/Proprietor

\_\_\_\_\_Other (explain)

TIN No.: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature (Required)