

## APPENDIX B

# TOWN OF WAKE FOREST, NORTH CAROLINA SUPPLEMENTAL SERVICES AGREEMENT NO. [#] TO THE MASTER SERVICE AGREEMENT FOR ON-CALL PROFESSIONAL ENGINEERING SERVICES

### SECTION I: PURPOSE

The purpose of this Supplemental Services Agreement (hereinafter “SSA”) is for, [INSERT NAME HERE], the Consultant, to provide On-Call general engineering Professional Services, as assigned, in accordance with the Agreement titled, “TOWN OF WAKE FOREST, NORTH CAROLINA MASTER SERVICES AGREEMENT FOR ON-CALL PROFESSIONAL ENGINEERING SERVICES” between the Town and [CONSULTANT], dated [date] (hereinafter “Master Services Agreement” or “MSA”).

### SECTION II: SCOPE

Consultant will perform On-Call General engineering Professional Services on an as-needed basis upon receipt of request and assignment from the Town representative. The Consultant shall comply with all terms of the MSA, which agreement is incorporated into this SSA as if fully set forth verbatim herein. Duties will involve [general scope of services].

Services to be provided include, but are not limited to [specific scope of services]. Consultant and the Town will mutually determine at time of assignment of individual tasks the Consultant personnel to be assigned, schedule, and deliverables.

### SECTION III: SCHEDULE

Consultant shall perform tasks as expeditiously as practical and in conformance with schedules developed at the time of assignment of individual tasks and agreed upon by the Town and Consultant.

### SECTION IV: PERIOD OF SERVICE

This SSA shall be for a period of from [date] to [date].

### SECTION V: COMPENSATION

Consultant shall perform the services detailed in the scope described in Section II above on the basis of the hourly rate schedule contained in the MSA or set fee for services and attached hereto.

Billing shall be on a monthly basis in conformance with Section VI of the MSA, and invoices for all compensation owed in accordance with this SSA shall be submitted to the Town with sufficient detail to process the invoice for payment and for a proper pre-audit and post-audit thereof in accordance with Town standards. The total amount billed to the Town under this Supplemental Service Agreement shall not exceed [amount] nor shall the Consultant incur costs above [amount] without the written permission of the Town.

**SECTION VI: INSURANCE COVERAGE**

Consultant shall provide insurance coverage as provided for in Section VII of the MSA.

**SECTION VII: OTHER SPECIAL TERMS**

The Town will provide the Consultant all pertinent information and data available to the Town and deemed necessary to perform assigned tasks.

**SECTION VIII: PRE-AUDIT, if applicable**

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

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(Signature of Finance Officer)  
Town of Wake Forest  
301 S. Brooks Street  
Wake Forest, NC 27587

**SECTION IX: CONTRACT MONITORING**

Staff member responsible for monitoring the contract performance requirements is:

Name and Title: \_\_\_\_\_

Department Head Initials: \_\_\_\_\_

**SECTION X: PRE-AUDIT**

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

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(Signature of Finance Officer)  
Town of Wake Forest  
301 S. Brooks Street  
Wake Forest, NC 27587

IN WITNESS WHEREOF, the Town of Wake Forest and the Consultant have caused this contract to be executed under seal by their respective duly authorized agents or officers.

TOWN OF WAKE FOREST:

CONSULTANT:

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

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

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Printed

Witnessed by:

Witnessed by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Printed

(SEAL)

(SEAL)