

Client	Grand Rapids Public Utilities Commission	Client Contact	Jean Lane
Project Manager		Prepared By	Jordan Asling
Reference Number	QUO-08388	Case Number	
Quote Effective Date	November 15, 2023	Client PO	
Description	Year End Payroll Assistance		

Pricing (\$USD)

	Quantity	Rate	Total
Services			
Professional Services + Project Management	10	\$ 210.00	\$ 2,100.00
Sub-Total			\$ 2,100.00
Total			\$ 2,100.00

Payment Terms

The above services numbers are fixed based on the current understanding of work as outlined in the Statement of Work. The following payment terms apply:

- 50% due upon signing of quotation
- 50% due on completion of the tasks as outlined in the statement of work or 90 days after quote signing, whichever occurs first

Maintenance and Support

Not applicable.

Expenses

Not applicable. Work to be performed remotely.



Notes

- This quote is valid for 90 days from the quote effective date.
- This quote is estimated based on the current information available. If a scope change occurs Cogsdale will work with the client to come to a mutually acceptable adjustment to the original quote.
- Typically, scheduling of resources is 2-4 weeks out from the receipt of an approved SOW/quote unless otherwise agreed upon.
- If client has an outstanding AR balance over 30 days, Cogsdale reserves the right to stop or not start project work.
- Clients must be current with their annual Maintenance and Support Contract during the life of the project.
- Statement of work is defined in the sections following the authorization.

Authorization

Signature indicates the parties have read, understood and agreed to all the contents of this quote.

In lieu of a signature, a purchase order can be provided to indicate acceptance of this quote.

Authorized by Client:	Authorized by Cogsdale:
	
Name/Date Julie A Kennedy - 11/15/2023	Name/Date Jordan Asling – 11/15/2023

For Inquiries, Please Contact:

Jordan Asling
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Statement of Work

Cogsdale will provide 10 hrs. of professional services to perform the following tasks:

- 8 Hours – Year end training on Microsoft Dynamics GP’s Payroll Year End Process
- 2 Hours - Project Management. A project manager will provide overall project guidance, project plan, risk management, time reporting, status reports, scope, and budget control.

Grand Rapids Responsibilities

1. Ensure appropriate staff at Grand Rapids are available for general questions.
2. Provide IT assistance for accessing environments or do a screen share to walk through the process.
3. Verify access to remote meeting options are available (LiveMeeting, Teams, Remote Desktop, and/or Zoom).
4. Provide a Test environment.

Under no circumstances shall Cogsdale Corporation be liable for any special, indirect, consequential, punitive, or incidental damages of any kind and shall not be liable for loss of profits, works stoppage, system failure or malfunction, loss of data or any other damages or losses in connection with this statement of work. Cogsdale Corporation shall not be liable to pay any amount, in the aggregate, that is greater than the fees received by Cogsdale Corporation under this statement of work.