



CITY OF RAPID CITY

Growth Management Department
300 Sixth Street
Rapid City, South Dakota 57701-2724

LF120104-10

MEMORANDUM

TO: Mayor Shaw and Rapid City Council

FROM: Marcia Elkins, Director
Growth Management Department

DATE: November 18, 2004

RE: International Association of Electrical Inspectors On-Site Seminar

The Growth Management Department requests City Council approval of the Statement of Proposal/Agreement between the International Association of Electrical Inspectors and the City of Rapid City for an on-site seminar addressing the 2005 changes to the National Electrical Code in an amount not to exceed \$3,975.00.

This seminar is tentatively scheduled for Saturday, February 12, 2005 and will be open to the area electrical contractors and their employees. The class registration will be \$60.00 per person and will be directed to the cost of the seminar. The IAEI agreement includes the purchase of 30 books which will be made available for purchase by the attendees at the cost of \$37.50 per book. These funds will also be directed to the cost of the seminar. The seminar will be held at the Rushmore Plaza Civic Center at an estimated cost of \$1,039.00.

Total cost of the seminar and Civic Center is projected at \$5,014.00; income from registration and book sales is projected at \$4,725.00. The balance of the seminar costs (\$289.00) will be funded from the Educational Account #3208.

STAFF RECOMMENDATION: Staff recommends that the City Council authorize the Mayor and Finance Officer to sign the Statement of Proposal/Agreement for On-Site Seminar with International Association of Electrical Inspectors in an amount not to exceed \$3,975.00.





STATEMENT OF PROPOSAL/AGREEMENT
for On-Site Seminar
Between

International Association of Electrical Inspectors
(hereinafter IAEI)
and

City of Rapid City, South Dakota
(hereinafter Client)

The following is mutually agreed to between IAEI and the CLIENT:

Seminar Location: Rapid City, SD

Seminar Date(s): Saturday, February 12, 2005

Seminar Hours: 8:00 AM to 5:00 PM unless otherwise mutually agreed.

Seminar Subject: Analysis of Changes – 2005 National Electrical Code

Seminar Material: *IAEI Analysis of Changes-2005 NEC*
Available for purchase by CLIENT at the rate of \$37.50 each (list \$50.00)
(*UL White Book Directories available at no charge other than shipping*)

Seminar Fee: \$1,950.00 per each day of instruction plus travel costs. Plus shipping and handling charges on all textbooks.

Travel Costs: Not to exceed \$800.00 Note: Actual expenses for travel, lodging and meals to be invoiced at the conclusion of the seminar.

Payment Terms: IAEI will invoice the CLIENT following the seminar. The CLIENT agrees to pay IAEI in full within 30 days of billing.

Seminar Total Cost: In no event shall the cost of the services provided to the CLIENT by IAEI exceed \$3,975.00 as itemized below:

\$1,950.00	IAEI Instructor
\$1,125.00	30 IAEI 2005 NEC Analysis of Change Books @ \$37.50 each
\$100.00	Shipping/Handling
\$800.00	Travel Expenses
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\$3,975.00	Not to Exceed Cost of Seminar

IAEI is responsible for and/or agrees to provide or supply:

1. An instructor who is an expert in the subject matter as well as an experienced and skilled presenter.
2. All visual or audio/visual materials needed to present the seminar subject in a professional and

effective manner.

3. All audio/visual equipment needed to present the seminar unless the equipment is supplied by the CLIENT.

On-Site Seminar Agreement

4. The textbook or other appropriate educational material to be covered in the seminar. The fee for each copy, if any, is as set out above.
5. Prepare continuing education certificates after receiving the roster from the CLIENT of those who qualify by attending not less than 90 percent of the seminar. IAEI will mail the certificates to the CLIENT for distribution to those who qualify.
6. Report attendance of individuals qualifying for continuing education credit to local or state licensing agencies where required.

The CLIENT is responsible for and/or agrees to provide or supply:

1. A properly executed purchase order, if purchase orders are used by the CLIENT, for the full amount of the seminar including travel expenses prior to the seminar being scheduled.
2. A suitable room for conducting the seminar set up in classroom style, or, if not available in classroom style, in theater style.
3. A projection screen of a suitable size to maximize viewing of the presentation by the attendees, audio support for IAEI's wireless microphone, and any equipment/material at the facility which may be necessary for the presentation such as white boards, chalk boards or flip charts.
4. All food and beverages on the day(s) of the seminar for seminar attendees, if any.
5. Approval and scheduling of those employees, staff or other persons that are authorized to attend the seminar.
6. Monitor attendance as necessary to determine those that qualify for Continuing Education Unit credit by attending not less than 90% of the seminar.
7. Mail or fax to IAEI a typed list including name, address, title, social security number and any trade license number of those who qualify, for the purpose of issuing Continuing Education Unit certificates. IAEI is an International Association of Continuing Education and Training (IACET) provider of CEU's.

The seminar will be taught on the date(s) above unless mutually agreed otherwise. However, performance by IAEI will be excused without liability or obligation if unforeseen circumstances beyond the control of IAEI including death, disability, or travel problems prevent IAEI's designated instructor for the seminar from conducting the seminar and no satisfactory substitute is available on the date(s) the seminar is scheduled. In such an event, IAEI will reschedule the seminar at the earliest mutually convenient date or the seminar will be canceled at the client's option.

On-Site Seminar Agreement

The client reserves the right to cancel the scheduled seminar due to insufficient enrollment. A decision to cancel will be made no later than 10 working days prior to the starting date of the seminar. In the event of such a cancellation the client will be invoiced for any expenses IAEI has incurred, such as shipping fees for books, pre-purchased airline tickets, and other justified expenses.

This agreement serves as the complete contract between the parties. No other agreement including verbal statements by either party are binding.

Authorized Signature -- IAEI

L. Keith Lofland

Printed Name

Date 08/18/04

Authorized Signature - Client

Printed Name

Date

Client Contact Information – the following information will be used to invoice for the seminar. Please **complete or change** any information as applicable.

Name: Bernie Hall (Chief Electrical Inspector)
Organization/Company: City of Rapid City, South Dakota
Address: 300 6th Street
City: Rapid City ST: SD Zip: 57701
Phone: 605-394-4157 (office) 605-390-2759 (mobile)
Fax: 605-394-6636
E-mail Address: Bernie.hall@ci.rapid-city.sd.us

APPROVED AS TO FORM
CITY ATTORNEY'S OFFICE

Attorney

11-18-04
Date

Shipment Notice

To insure that your books arrive in time for your seminar, this information must be received no later than two weeks prior to the date of the seminar.

The following information is needed to ship the publications to the seminar. Please complete this information, sign below and fax it to **Attn: Barbara Eastwood** at **972.235.3855** or you may email the information to beastwood@iaei.org. If emailed, please CC klofland@iaei.org.

Name: _____
Organization/Company: _____
Address: _____
Address: _____
City: _____ ST: _____ Zip: _____
Phone: _____

Book:		Quantity:	
Book:		Quantity:	
Book:		Quantity:	
Book:		Quantity:	
Book:		Quantity:	
Book:		Quantity:	

Smaller shipments may be sent 72 hours prior to the seminar for last minute registrations.

Shipments made less than two weeks in advance may be subject to a processing fee.

If no publications need to be sent for the seminar, please check the box below and sign.

If you have any questions, feel free to contact Barbara Eastwood at 972.235.1455 ext. 27.

No Publications Needed:

Authorized Signature

Date

Title